

AD HOC USERS HIRING AGREEMENT

Name of Hirer

Telephone No.

Email

Date required

Time required
 From: To:

Main Hall

Meeting Room

Hiring Fee £

Deposit £

Total Paid £

Bank Account for return of deposit: Sort Code

Account No.

I have read and understood the Upton-by-Chester Village Hall Terms and Conditions of Hire, Version 2.10 dated November 2019, which form part of this Hiring Agreement.

I agree to abide by the contents of this document, to provide all necessary supervision and ensure that the group that I represent acts in accordance with this document.

I have received induction in the necessary fire, safety and technical instructions for use of the Hall.

Signed: Date:

Name:

All policies regarding the operation of Upton Village Hall can be viewed on the hall website under the section "Facilities Management". You are particularly encouraged to read the Upton-by-Chester Village Hall Health & Safety Policy and User Implementation, Version 3.05, dated November 2019 for further guidance on H&S issues.

Personal data on this form is collected solely for Upton Village Hall's contractual requirements and will never be shared with a third party. The forms are kept until reviewed annually, but bank account details are redacted as soon as deposits have been refunded.