

**AGREEMENT FOR HIRING DOWNHAM VILLAGE HALL**  
REGISTERED CHARITY NO. 1026321

The Management Committee of Downham Village Hall, Clitheroe, Lancashire (here after referred to as ‘The Committee’) agree to allow

.....  
of

.....  
(here after referred to as ‘The Hirer’) to hire Downham Village Hall (here after referred to as ‘DVH’) in accordance with the following terms and conditions:

1. This agreement is to be signed and returned to the Secretary at least two weeks before the hiring, together with full payment. **Cheques to be made payable to ‘Downham Village Hall’.**
  2. The hire charge is £..... The deposit is £..... (See 6. below)
  3. The DVH is hired from .....am/pm on .....until ..... am/pm on .....  
for the purpose of .....
- Late return of the key will be charged at the relevant hourly rate
4. The Hirer is not to use the DVH for any purpose other than that previously agreed in writing and is responsible for obtaining a licence to sell alcohol should one be required.
  5. The Hirer is responsible for setting out the DVH and for ensuring that everything has been put away clean and tidy before vacating the premises and returning the key.
  6. A deposit of £..... is payable in addition to the hire charge. The deposit is refundable in full, subject to a satisfactory inspection by a member of the Committee (whose decision shall be final), prior to departure. **The cost of any damage will be deducted from the deposit. Damages over and above the value of the deposit remain the responsibility of the Hirer.** The DVH is not insured against accidental damage to fixtures and fittings.
  7. The Committee is not responsible for any injury, loss, damage or theft of any personal property within the DVH, carpark or surrounding area.
  8. The Hirer is to use the DVH in a reasonable and considerate manner, bearing in mind the neighbours.
  9. The Hirer’s attention is drawn to the additional rules governing the DVH as set out on the notice boards.
  10. The Hirer agrees not to infringe the fire regulations. The maximum capacity is 108 in the main hall.
  11. The Hirer is responsible for complying with the terms of Child Welfare legislation, and must ensure that sufficient qualified adults are responsible for all children at all times.
  12. The Hirer is responsible for complying with food safety and hygiene legislation.
  13. No animals are allowed in the building, except registered guide dogs.

SIGNATURE OF HIRER ..... DATED .....  
KEEP ONE COPY AND RETURN THE OTHER WITH PAYMENT TO:  
The Hon Secretary DVH, West Lane House, West Lane, Downham, Clitheroe, Lancashire.BB7 4BS