



LAVANT MEMORIAL HALL MANAGEMENT COMMITTEE

This agreement is made between THE COMMITTEE and the HIRER named below whereby in consideration of the sum mentioned in (6) below.

The COMMITTEE agrees to permit the HIRER to use the premises defined below for the purpose shown and for the period stated viz.

- 1. DATE OF AGREEMENT _____
- 2. HIRER (a) Organisation _____

(b) Representative authorised for the Hire or Private Booker

Name _____

Address _____

Tel.No. _____ Email _____

- 3. PURPOSE OF HIRE _____

- 4. PREMISES - please tick

Main Hall Green Room Committee Room

Crockery, Cutlery & Glasses Wine glasses only

- 5. PERIOD OF HIRING: DATES _____

HOURS: from _____ to _____

- 6. HIRING FEE: £ _____ Cash Cheque A/c Treasurer



AN EXTRA CHARGE of £ _____ will be added to this hiring fee, as a RETURNABLE DEPOSIT, which will be repaid to hirer, within fourteen days, of the date of function, less the cost of rectifying any damage or loss caused to the premises or contents thereof during the period of hiring. Such damage will be notified to the Hirer as soon as possible, to enable the Hirer to deal with the same before the deposit is forfeited.

The HIRER agrees with the COMMITTEE to observe the provisions and stipulations contained or referred to in the CONDITIONS OF HIRE

AS WITNESS the hands of the parties hereto:

SIGNED BY the person named in (2) above on behalf of the organisation

Named above or Private Individual _____

SIGNED BY the authorised representative of the Hall Committee

PLEASE RETURN THE TOP COPY with the booking deposit of £ _____ to Mr Tony Bleach, Ashdean, Midhurst Road, Lavant, Chichester PO18 0DE. Cheques to be made payable to LAVANT MEMORIAL HALL

The total remaining to be paid before the date of the event will be _____

Privacy Notice: *Lavant Memorial Hall uses personal data for the purposes of managing hall bookings, finances and events, publicity, fundraising and for the upkeep and maintenance of the hall facilities. Personal data will be stored securely and will only be accessible to hall trustees and the booking secretary. Information will be stored for only as long as needed, or required by statute, and will be disposed of appropriately.*