



# Greenhithe Community Hall Hire Contract

7 Greenhithe Rd, Greenhithe

Issue: 1st May 2009

Contact:  
Joan Tresham:  
Ph: 4139592

**Emergency Contact: Dial 111**

Hire Date: \_\_\_\_\_

Function Time: \_\_\_\_\_ Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Hirer's Name: \_\_\_\_\_

Hirer's Address: \_\_\_\_\_

Hirer's Telephone Number: \_\_\_\_\_(Hm) \_\_\_\_\_(Mb)

The above Hirer agrees to hire the Hall on the date shown subject to the following conditions:

Hire Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Cheque/Cash: \_\_\_\_\_

Bond Amount: \_\_\_\_\_ Cheque Number: \_\_\_\_\_

Conditions of Hire:

1. Hirer shall have access to the Hall from \_\_\_\_\_(time) on day of hire.
2. Hall must be completely vacated by \_\_\_\_\_(time) on day of hire/following day of hire.
3. Hirer is totally responsible for returning Hall facilities and exterior to the state they were in prior to hiring. All rubbish must be removed from site.
4. Any damage or loss to Hall or furniture or fittings incurred during the hire period or costs of cleaning shall be reimbursed to the Hall Committee before return of the bond, or otherwise will be deducted from the bond.
5. All functions must finish by 1am the day following the hire date, unless agreed otherwise at time of hire.
6. The bond shall only be returned to the Hirer if all conditions above are fulfilled.
7. In the event that the Hirer wishes to serve, sell or allow attendees to bring their own alcoholic liquor to be consumed during the hire period, it is the **HIRER'S SOLE RESPONSIBILITY** to obtain the necessary licences etc.
8. The Hirer must make their own provisions for any event where first aid is required.
9. Use of any flammable or other dangerous materials for decoration etc in the Hall must have written approval of the Hall Committee.
10. After the function it is the Hirer's responsibility to ensure that all power appliances, lights and taps are turned off and all windows and doors are securely closed and locked. The key must be returned to the Hall Committee contact within 24 hours of conclusion of the function.
11. Special Conditions: \_\_\_\_\_

Signed: \_\_\_\_\_(Hirer) Date: \_\_\_\_\_

\_\_\_\_\_(For Hall Committee)