

**EDGAR HALL HIRING AGREEMENT**

Complete this form and return it together with the required deposit to:-

**Edgar Hall Management Authorised Representative on behalf of Somerton Town Council: Claire Lucas Tel: 01458 272236 Edgar Hall, 8 Cary Court, Somerton TA11 6SB Email: clerk.assistant@somertontowncouncil.gov.uk**

This agreement is made between Somerton Town Council and the Hirer named in (6) below, whereby, in consideration of the sum agreed in (5) below Somerton Town Council agrees to permit the Hirer to use the room(s) requested in (3) below for the purpose described in (4) below and for the period(s) described in (1) and (2) below, viz:

- 1. Dates Required:
- 2. Time Required (allow additional time for setting up and clearing up):

**All functions mentioned below are all in accordance with the Licensing Act 1972 or legislation.gov.uk**

- 3. Room(s) Required:
- 4. Purpose: Describe Event (e.g Wedding)

Is the Hire for commercial use? Yes/No

How many people do you expect?

Is the event? Public/Private

Is music to be provided at the event? Yes/No

Will alcohol be on sale? Yes/No

**You will need to apply for your own License if alcohol is required via Jenny Sherwood Mob:07999307680 or email jjsherwood02@yahoo.co.uk.**

5. Fees: The Hirer shall pay as deposit agreed above at the time of the booking and signing thereof, and the balance of fees, being payable within 14 days of the invoice date

Please make your cheque payable to "SOMERTON TOWN COUNCIL"

**Bank details - Sort Code:77-50-13, Account No:18681568**

Hiring Fee £

**Deposit required £50** (this will come off end total aslong as no damage, breakages or injury caused)

6. Hirer (must be aged 21 years of age, or older):

(a) Name (If Individual):.....

(b) Organisation (If Applicable):.....

(c) Name of Organisation's Authorised Representative:.....

Address:.....

Tel Home:..... Mobile:..... Email:.....

1. The Hirer agrees with Somerton Town Council to be present during the hiring and to perform the provisions and stipulations contained or referred to in the "Standard Conditions of Hire" on the Edgar Hall website (an understanding of which the Hirer acknowledges) together with any "Special Conditions of Hire" (if attached) and it is hereby agreed that these shall form part of the terms of the Hiring Agreement unless specifically excluded.

2. In the case of any mistake or misrepresentation this agreement will cease and determine save for any unfulfilled obligations of the hirer and the Somerton Town Council's rights against the hirer.

3. The hirer agrees that if alcohol is to be sold during the event that this will be in accordance with one of the approved options.

4. The Hirer agrees to read and follow the "The Fire Instructions and Emergency Plan.

**THE HIRER AGREES THAT AT THE END OF THE PERIOD OF HIRE THEY WILL ENSURE THAT:**

1. All rubbish has been removed.

2. All items of hall equipment have been returned to their original positions.

3. Any items brought into the hall have been removed from the premises including catering, bar items etc).

4. The hall and immediate vicinity is clean and tidy

5. Any breakages or damage has been reported, and the Hirer accept full liability for the cost of the repair/replacement.

6. The Hall is left secure.

As Witness the hands of the parties hereto:

**AUTHORISED SIGNATORY OF HIRER AS IN (6) ABOVE:-**

**SIGNATURE:**.....

**FULL NAME**.....

**DATE:** .....

**AUTHORISED REPRESENTATIVE OF SOMERTON TOWN COUNCIL –**

**SIGNATURE:**.....

**FULL NAME**.....