



EDGAR HALL HIRING AGREEMENT

Please complete this form **IN FULL** and return together with the required payment in full to:-

Edgar Hall Management Authorised Representative on behalf of Somerton Town Council:
Claire Lucas, Edgar Hall, 8 Cary Court, Somerton TA11 6SB
email: office@somertontowncouncil.gov.uk Tel: 01458 272236 or 07599 029915 (out of office)

This agreement is made between Somerton Town Council and the Hirer named in (12) below, whereby, in consideration of the sum agreed in (11) below Somerton Town Council agrees to permit the Hirer to use the room(s) requested in (3) below for the purpose described in (5) below and for the period(s) described in (1) and (2) below, viz:

1. Dates Required:			
2. Time Required: (please allow additional time for setting and clearing up)	Start:		
	Finish:		
3. Room(s) required. Please tick which room(s) is/are required:-			
Room(s) required:	<input checked="" type="checkbox"/>	Room Rate	Total number of hours
Main Hall		£20 per hour	
Conference Room		£15 per hour	
Meetings Room 2 (only accessible by stairs)		£6 per hour	
Bar seating area		£9 per hour	
Wedding Package		£720	
Refundable Damage Deposit (weddings/parties)		£200	
4. Additional equipment/services required. Please tick which additional equipment/services are required:-			
Equipment required:	<input checked="" type="checkbox"/>	Hire Rate	Total Cost
Projector & screen		£10	
Stationery and flip-chart		£10	
PA sound system to include microphones (roaming, lapel x 2 and headset)		£25 Please contact the office in advance of the day of hire to ensure that compatible adapters are available.	
Stage Lighting/decks and music system hire		£25	
Commercial Kitchen		£25	
If alcohol is to be consumed then an additional charge will be incurred for professional cleaning services		£70	
Set-up & clear (20+ chairs)		£25-£75 Please contact the office to discuss your requirements to establish this cost.	
Set-up only		£25-£50 Please contact the office to discuss your requirements to establish this cost.	
TOTAL FEE PAYABLE:			£



EDGAR HALL SOMERTON

Meetings • Conferences • Weddings • Events

5. Purpose: Describe Event (e.g Wedding)	
6. Is the Hire for commercial use?	Yes/No
7. How many people do you expect? (maximum number: 500)	
8. Is the event?	Public/Private
9. Is music to be provided at the event?	Yes/No
10. Will alcohol be consumed? <i>* see above. If yes, please note that an additional £70 charge will automatically be charged to cover the cost of professional cleaning services. In addition a refundable damage deposit of £200 (see point 26 of the Terms and Conditions) will be charged. The damage deposit of £200 will be refunded following satisfactory checks.</i>	Yes/No If yes, you will need to apply for your own License if alcohol is required via Jenny Sherwood Mob:07999307680 or email jjsherwood02@yahoo.co.uk.
All functions mentioned above are all in accordance with the Licensing Act 1972 or legislation.gov.uk	
11. Fees: The Hirer shall pay the total Hire Fee due at the time of the booking.	Please make your cheque payable to "SOMERTON TOWN COUNCIL" Bank details:- Sort Code: 77-50-13 Account No: 18681568 <u>Total Hire Fee £</u>
12. Hirer (must be aged 21 years of age, or older): Name (if an individual): Organisation (if applicable):



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 left 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:

I CONFIRM THAT I HAVE RECEIVED A COPY OF, AND AGREE TO THE EDGAR HALL BOOKING TERMS AND CONDITIONS.

AUTHORISED SIGNATORY OF HIRER AS IN (12) ABOVE:-

SIGNATURE:

FULL NAME:

DATE:

AUTHORISED REPRESENTATIVE OF SOMERTON TOWN COUNCIL –

SIGNATURE:

FULL NAME: