**WYLYE (WYVERN) VILLAGE HALL (WVH) HIRE AGREEMENT**

WVH (The Premises) is a registered Charity managed by Trustees.

This Hire Agreement is between the Hall’s Trustees and:

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Address |  |  |
| Email address |  |  |
| Mobile Number |  |  |
| Hours of Use |  |  |
| Intended Use |  |  |
| A/V Equipment? | Yes/No |  |
| Food Prepared?  Food Sold? | Yes/No  Yes/No |  |
| Pre-site visit required? | Yes/No |  |

**Acceptance of Policy Documents**

I hereby agree that I have read and accept the Terms and Conditions and Policy Documents for the hire of WVH available on the website www.wylyevillage.org and in hard copy in the file on The Premises, namely:

1. Terms and Conditions for the hire of WVH.

2. Risk Assessment.

3. Safeguarding and Vulnerable Persons Policy Statement.

4. Fire Safety Policy including Appendix 1 (Fire Safety Guidance and Emergency Plan for Hirers).

**Signed:……………………………………Date…………………………..**

**Fees and Deposit should be paid by BACS seven days in advance of the booking or as agreed with the Bookings Secretary**

**Bank details:**

**Sort Code:** 20-75-01

**Account:** 20990078

**Name:** Wyvern Village Hall

Version February 2025