

2025 HIRE AGREEMENT FOR TARSET VILLAGE HALL (TVH)

Please complete, sign and return pages 1 and 2 of this form to confirm your agreement. Thank you.

1. DETAILS OF HIRER (please complete)

NAME:
ADDRESS:
PHONE:
EMAIL:

2. PURPOSE OF HIRE (please complete below)

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(Please also refer to license conditions on the attached Standard Conditions of Hire for times/license information)

BOOKING DETAILS

TYPE: **One-Off/Regular** (delete as appropriate)
DATE:
ROOMS: **Main Hall/Small Room/Both** (Please delete as appropriate)
TIMINGS: **Morning/Afternoon/Evening/All Day** (delete as appropriate)

STARTING TIME: PROJECTED FINISH TIME:
ESTIMATED NUMBER OF PEOPLE LIKELY TO ATTEND:

ADDITIONAL **Bar** (YES/NO) Start time: / Finish time:
Kitchen Full use / Light use (delete as appropriate)
Sound / Audio Equipment (delete as appropriate)

3. PROTECTION FOR MINORS AND VULNERABLE ADULTS

If your activity involves under 18s or vulnerable adults, please tick the appropriate box below to confirm that all adults present will either be parents/guardians/close relatives of the children/vulnerable adults involved, have been DBS checked, or are part of an organisation which has a current safeguarding policy in place.

☐ **YES**

☐ **N/A** (I confirm that no children or vulnerable adults will be involved in the activity)

4. METHODS OF PAYMENT

Payment to be made within 7 days on receipt of invoice.

Payments may be made in the following ways:

CHEQUE: Cheques should be made payable to Tarsset Village Hall

BANK TRANSFER: Bank details will be provided on invoice or on request.

CASH: Cash payment(s) may be made to the Treasurer (address below) or to the Secretary or Bookings Secretary. You will be provided with a receipt for your payment(s).

PLEASE NOTE:

Some events may require hirers to make full payment in advance, and hirers will be so informed if this is the case. If you are required to pay in advance (or wish to do so), please send payment to the following address, clearly stating your name and address and what the payment is for: TVH Treasurer, c/o Pit Cottage, High Carritheth, Bellingham, Hexham, Northumberland. NE48 2LD. A receipt will be forwarded to you.

5. GENERAL DATA PROTECTION STATEMENT

The contact details you provide on this form will be used by Tarsset Village Hall for its administrative processes, to provide you with information about the Hall, and to keep you up to date with the services we offer our users. Your information will never be given or sold to any other individuals or organisations.

6. AGREEMENT

It is agreed that the terms above, as well as the Standard Conditions of Hire which follow, form part of the terms of this Hire Agreement, unless specifically excluded by agreement in writing between the TVH Committee and the Hirer. The Hirer, by signing, also confirms that the Information Essential for Hirers provided with this contract have been read fully and accepted.

Signed electronically on behalf of TVH: Lynne Hood (Bookings Secretary)

At: Shipley Shiels Farmhouse, Tarsset, Hexham, Northumberland, NE48 1NE

Signed by the Hirer:

Print name:

Date:

AGREEMENT FOR TARSET KEYHOLDER VILLAGE HALL

Please complete, sign and return this form to confirm your agreement. Thank you.

7. DETAILS OF KEYHOLDER (please complete)

I confirm that the use of the key safe code to Tarsset Village Hall is solely for the purpose of carrying out the pre-booked activities of the named group above.

MAIN KEYHOLDER NAME:

CONTACT 1:

PHONE:

EMAIL:

8. AGREEMENT

As main keyholder, I confirm that I am responsible for the security of Tarsset Village Hall for the duration of the event(s), and that all reasonable checks will be made on leaving the hall (all windows and doors locked, heating turned down, lights turned off, taps not running in toilets and/or kitchen, etc.).

The Hall key safe code will always remain in the main possession of the keyholder and will not be passed to anyone else other than the named contact(s) above, for any reason.

The Hall key will be used to access the hall only to attend agreed classes, sessions or events and for setting up time (as pre-arranged with the Hall) and will not be used for any other purpose.

The keyholder above will return Tarsset Village Hall key to the key safe at the finish of each event, ensuring that the key safe is left closed and locked.

The key **MUST** remain available, in the key safe, when the hirer is not present at the hall.

The committee reserve the right to, should the need arise, alter the key safe code. However, all affected parties will be duly notified.

Signed by the **Keyholder**:

Please print:

Date:

Please return your completed form by email to bookings@tarsetvillagehall.co.uk

or by post to:

Shipley Shiels Farmhouse, Tarsset, Hexham, Northumberland, NE48 1NE

If you have any queries, you can contact us via telephone 07498 522 683 or via the above email.