



**COBHAM VILLAGE HALL**  
Lushington Drive, Cobham, Surrey KT11 2LU  
Tel : 01932 867870 Web Site : [www.cobhamvillagehall.com](http://www.cobhamvillagehall.com)

## Hire Agreement

**Reference : Hirer/Group Name**

<b>Name/Organisation :</b>		
<b>Contact Name :</b>		
<b>Address :</b>		
		<b>Postcode :</b>
<b>Telephone Number :</b>		
<b>Email :</b> <b>Please write clearly</b>		
<b>Intended Use :</b>		

**Note:** You will be invoiced separately. Please settle immediately.

The above data will be held by the Village Hall for administrative purposes only. Your data will never be sold or given to third parties for marketing purposes.

The Village Hall will only use this data for the effective administration of your booking and the hall. From time to time the Village Hall may want to update you generally on the Village Hall's activities

Please tick here if you do not want to receive such communications.

From time to time the Village Hall may get enquiries about your group. Please tick here if you do not want us to give out your contact details:

*Although Cobham Village Hall has public liability insurance, hirers should check that their own public liability insurance cover – which may be provided under a household policy – would extend to include the event(s) for which this booking is being made. Cobham Village Hall especially requests that you pay careful attention and inform your groups of all relevant Health and Safety procedures, including drawing your groups attention to the procedure in the event of a fire.*

I confirm that I have received, read, and agree to be bound by the Terms and Conditions for hire.

**Signature .....**

**Date:.....**