



**VIGO VILLAGE HALL**  
The Bay, Vigo Village  
Nr: Meopham, Kent, DA13 0TD  
Tel: 07359 775 660  
Email: [vigovillagehall@outlook.com](mailto:vigovillagehall@outlook.com)  
Website: [www.vigovillagehall.org](http://www.vigovillagehall.org)  
Charity Registration No: 265623  
Hall Manager: Danielle Howard

Name of Hirer:

Invoice Name:

Address:

Telephone:

Email:

Purpose of use for Hall:

Date of Hire:

Times of Hire:

Rates of Hire:

Hall hired:

All fees include electricity, heating (which is on at the committee's discretion) and water usage as well as use of the kitchen and patio area.

Notice of 48 hours must be given if you are not using the hall otherwise you will be charged 50% of the hire fee.

Payment is due by return of receiving the invoice. Keys will not be issued unless the invoice and deposit if applicable has been paid in full.

**Please do not use the pub car park as this is for patrons of the pub only.**

It is the responsibility of the Hirer to ensure that all users of the hall, during the hire period, are familiar with the evacuation procedure in the event of a fire. Notices are displayed in the hall.

**I have read and accept the terms and conditions of hire (attached) and agree to abide by them and to ensure that other persons present during the hire period do so.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign & return Hire agreement to the Hall Manager.