



**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: **Exercise Class**

Day/s of Hire:

Times of Hire:

Rates of Hire:

Hall hired:

Date to Commence:

All fees include electricity, heating (which is on between October and March only) and water usage.

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

**\*\*All rates are reviewed in October and any increases will be from January 1<sup>st</sup>. You will be notified in December of any increases. \*\***

Invoices will be sent at the beginning of each month invoicing the previous month's usage. Payment is due within 30 days of the invoice date.

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.