

## HIRE AGREEMENT AND BOOKING FORM

### AGREEMENT

This **Agreement** is made between (1) New Galloway Town Hall managed by the charity, Local Initiatives in New Galloway (LING), and (2) the HIRER, the person or organisation named on the Booking Form below in relation to use of the New Galloway Town Hall which includes the building and car parking area.

**AGREED** as follows:

- 1 In consideration of the **Hire Charge currently in force and available from the Secretary and on the Town Hall website [www.newgallowaytownhall.com](http://www.newgallowaytownhall.com)**, LING agrees to permit the HIRER named in the Booking Form to use the HALL for the purposes and the period (**Hire Period**) set out below. The completed Form signed by the HIRER forms part of the terms of this Agreement.
- 2 This Agreement includes the Terms and Conditions of Hire, unless specifically excluded by agreement in writing between LING and the HIRER. **The HIRER should be familiar with and understand** these Conditions which are available from the Secretary and on the **Town Hall website [www.newgallowaytownhall.com](http://www.newgallowaytownhall.com)**.
- 3 LING has the right to amend, suspend and terminate this Agreement or refuse admission at any time. Any dispute which may arise shall be settled by LING whose decision shall be final.
- 4 None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) (Scotland) Act 2017 on a person who is not named as a party to this Agreement.

### BOOKING FORM (Please print)

Please submit completed forms to Ros Hill, Rathan House, High Street, New Galloway, DG7 3RN.

NAME OF ORGANISATION or INDIVIDUAL

### BOOKING CONTACT

Name

Address

Postcode

Tel no

Email address

**HIRE CONTRACT (one-off)**

**Date required**

**Start time**

**Finish time**

**Purpose of booking**

**HIRE CONTRACT (regular)**

**Start date**

**End date**

**Weekly (day of week)**

**Times**

**Monthly (day of month)**

**Times**

**Purpose of booking**

**Accommodation required**

**Main Hall**

**Lesser Hall**

**Kitchen**

**ADDITIONAL REQUIREMENTS**

---

I have read the Agreement, the Terms and Conditions of Hire and the Town Hall Risk Assessment and agree to comply with them in full.

I enclose the risk assessment for this booking, or will submit the relevant link to a risk assessment for this activity by email to [ros.hill@rathanhouse.me.uk](mailto:ros.hill@rathanhouse.me.uk) no later than 2 days before the hire start date.

Where the purpose of this booking includes activities involving children/young people or vulnerable adults, I confirm that I have taken advice and that the appropriate policies and checks as required under the Protecting Vulnerable Groups Scheme are in place.

**SIGNED**

**DATE**