

Hire/Letting Agreement

The Parish Church of
St. Mary the Virgin
St Marychurch



NAME OF PERSON/ GROUP HIRING THE HALL:

Contact Name *(if different)*:

Contact Address:

Contact number:

E-mail:

We require the hall on:

DATE		Which hall/ Large or small		<i>(minimum 2 hours payable)</i>
TIME START		TIME FINISH		

Type of function and additional requirements/access/equipment etc *(see note below)*:

Is a bar required? (£50)

To be completed by St Marychurch Parish Church Council

FEE : £ _____

NON-REFUNDABLE DEPOSIT (50% OF BOOKING FEE, MINIMUM £15) : £ _____

INDEMNITY

Please note that there is a refundable indemnity of 25% (£25 minimum) of the booking fee, payable before the date of hire, please see terms and conditions for further details.

To be completed by St Marychurch Parish Church Council

INDEMNITY : £ _____

Date repaid _____ Amount £ _____ Signed for _____ Name _____

PLEASE NOTE

That unless otherwise stated you are hiring the hall, with use of the toilets. The following areas of the building/equipment stored are not to be used, opened or entered: the kitchen, the small/large hall, the stage, storage area under the stage, the garden, the piano, cupboards or other storage areas not specified. The hall is to be left in a clean a tidy manner, so as to enable use by other groups. Therefore, you will be held liable for any damage, injury or additional cleaning needed due to misuse of items or non-compliance with this agreement, or the terms and conditions for hall hire.

Persons hiring hall

I have read and fully accept the terms and Conditions of this booking

Signed _____

Print name _____

Date _____

For The Parish Church of Saint Mary the Virgin

Signed _____

Print name _____

Date _____

