

Amberley Parish Rooms - Hiring Agreement

Both copies to be completed by Hirer and returned to Lettings Secretary. Lettings Secretary to sign both copies, retaining one, returning other to Hirer.

All payment to be made to "Amberley Parish Rooms Management Committee"

The Hirer:

Name of Organisation: -----

Name of Authorised Representative/ Individual Hirer: -----

Contact Address & Tel No: -----
or e-mail -----

Hiring Period: Date: -----

Session Start Time: ----- Session Finish Time: -----

Time Access Required: ----- Finish Time after Clean Up: -----
(for Set Up)

I will/will not require the use of the kitchen and equipment (delete where applicable)

Purpose of Hiring: -----

Public/Private Will alcoholic drink be for sale or consumed? YES/NO

(delete where not applicable)

Admission Charge: ----- Estimated No. of people: -----

Hiring Charge: _____

Agreement:

I as The Hirer, having read and fully understood the Hiring Conditions and the Health and Safety Policy and Arrangements, agree to abide by these and to use Amberley Parish Rooms for the purpose and Hire Period I have described above. I understand that any misstatement or misrepresentation on my part will invalidate this agreement.

I have received the access code and agree to not tell anyone else what it is.

Signed: ----- Date:-----

Deposit (where applicable and at the discretion of the Committee):

On behalf of the Committee I have received the sum of ----- as a deposit for the Hire of Amberley Parish Rooms. At the discretion of the Committee this may be converted into a security Deposit.

Signed: ----- Date:-----

