**Community Rooms: Hire Agreement**

The hirer should ensure that they have read and understood the attached Users’ Guide and Special Conditions of Hire, before filling in the details below. Please send the completed form to The Bookings Officer, 4 Matthew Wren Close, Little Downham, CB6 2UL.

Name of hirer (Individual)……………………………………………………

Name of organisation (if applicable)…………………………………………

Organisation’s authorised representative……………………………………

Address ………………………………………………………………………..

Telephone (home)……………………(work)……………………………….

E mail address…………………………………………………………………

Occasional Users Only:

Request for the hire of the Community Rooms

on……………………………………………(Date)

From…………………… Until…………………………

Length of time must allow for preparation and clearing up.

Hiring Fee (payable on booking)……………………………………………………

Regular Users Only:

Request for the hire of the Community Rooms on the following dates:

………………………………………………………………………………………………………

Times required………………………………………………………………………..

(Including preparation and clearing up)

Do you wish to continue during school holidays?     Yes/No

Hiring Fee to be paid monthly in arrears.

Both occasional and Regular Users:

Purpose of hiring

………………………………………………………………………………………………………..

Commercial /Individual/Community Use  (Please delete as necessary)

Approximate number of people expected at the event……………………………….

All cheques should be made payable to ST LEONARD’S CHURCH, LITTLE DOWNHAM, Thank you.

I declare that I have read and understood the Users’ Guide and Special Conditions of Hire, and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

…………………………………………………….. Date…………………………..

Signed by the individual named overleaf (must be 18 or over)

To Be completed by the church

The committee agrees to permit the Hirer named overleaf to use the premises on the dates detailed, on the understanding that all the special conditions are adhered to at all times.
……………………………………………………….Date……………………………

Signed on behalf of St Leonard’s Church by:

Name………………………………………………

Address……………………………………………

Telephone …………………………………….E mail…………………………….