

South Creake Memorial Pavilion: Multiple hires

Confirmation of booking and Conditions of hiring agreement

Contact details:

1. Authorised Hirer: _____ Telephone: _____

2. Address: _____
_____ Post code: _____

3. E-mail address: _____

Note: The Authorised person signing this confirmation of booking, or another nominated adult must be at least 18 years of age and must be present throughout the hire period.

Hire details:

4. Rooms to be hired: _____

5. Hire days: _____ Weekly/fortnightly/monthly

6 Times for hire: From - _____ am/pm to - _____ am/pm

Note: 15 minutes will be allowed at the beginning of a booked period to prepare/set up, and at the end to clear up. If extra time is required it must be added to the booked times so that the building can be vacated and locked within the agreed period of hire.

7. Reasons for hire: _____

Payment details:

8. Agreed cost payable per session: £_____ Agreed payment timescale: Weekly/ Monthly

Day month year
9. Initial payment date: ____/____/____ Future payments at: Weekly/monthly intervals

Please make cheques out to **South Creake War Memorial Institute** or **B.A.C.S.** payments can be arranged by contacting the booking agent for details.

I have read the **Standard Conditions of Hire** attached and together with any **agreed additional or excluded Conditions** they shall form the **Hiring Agreement**. I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misrepresentation will invalidate the agreement.

Signature of Authorised hirer as named above: _____ Date: _____

Organisation/private: _____ Date of hire agreement: _____

Damage/extra cleaning deposit: A damage/extra cleaning deposit has not been include in this agreement, but it must be understood and agreed that any damage or extra cleaning required due to the events activities, must be rectified at **THE HIRERS** expense.

THE HIRER agrees to rectify, at own expense any damage/extra cleaning needed: _____
This section must be signed to complete the verification of this hire agreement.

Note: In order to confirm and secure the booking the form above must be completed and signed by **THE HIRER** to validate the premises insurance cover for the event.