

South Creake Memorial Pavilion: Single event hiring

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 date: Day - _____ Date - _____ Month - _____ Year - _____

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

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: _____

Note: For all bookings a deposit of 20% (minimum of £10) will be required. A refundable payment of £100 is required as security against damage/extra cleaning (unless otherwise agreed). This will be paid into the Pavilion's account upon receipt and will be refunded in full unless required for damage or extra cleaning afterwards. Party glitter may incur costs unless cleaned up completely.

Payment details:

8. Total cost payable (excluding any refundable damage deposit): £ _____

9. Deposit: £ _____ Balance due: £ _____

10. Refundable damage/cleaning deposit, if appropriate: £100

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: _____

Total cost of booking: £ _____ Enclosed deposit/full payment: £ _____

Enclosed refundable damage/extra cleaning deposit, if appropriate: £ _____

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

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.