

LEIGH PARK COMMUNITY ASSOCIATION



HIRING AGREEMENT

Please could you let us know how you first heard about Leigh Park Community Centre? (please tick)

- Internet search Facebook Friend Party at the centre Local newspaper
 Event/class at the centre Surestart Children's Centre Local knowledge Other

1. **Date required:** (please insert)
2. **Time required** (include setting up/clearing away - see below for costs).....

<u>Hire Charges</u>	Morning/Afternoon	Evening (from 5pm)	Full Day	Per hour
(discounts in brackets for local residents)	3 ½ hour session £32 (£28)	3 ½ hour session £34 (£30)	9.00 - 22.00 £90 (£80)	Available Mon-Sun 9am - 10pm. £12 (£10)

3. Hirer:

Name:

Address:

Email:

Telephone:

4. **Purpose of Hiring:** (please insert)
(i.e. activity/party/meeting/club)

Expected Numbers:
(please insert) _____

Sale of Alcohol to Occur: Yes / No
(If yes we will send you Form A to complete)

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5. Payment Options

Method of Payment (*please tick*): Cash [] Cheque [] Online [] (We will forward bank details)

Additional refundable deposit (to cover damages): £50

(If paying by cheque it would be helpful if the deposit could be provided separately, for banking purposes)

Sale of alcohol charge: £21 (Payable to cover costs incurred for license)

Please make cheques payable to Leigh Park Community Association.

Cancellation charge: the Management Committee reserves the right to retain the booking fee if cancellation is made less than two weeks before the booking date. The Deposit will be returned to the above address, unless another payee and address are given. All or part of this deposit may be retained at the discretion of the Community Association Management Committee if the facilities are not left in a satisfactory condition - see terms and conditions of hire for further guidance.

6. Agreement:

Please sign and date this agreement, confirming that you have read a copy of our Standard Conditions of Hire and have understood them and agree to abide by them.

Please also attach copies of:

- Current CRB check and Safeguarding Policy where appropriate (formally known as Child Protection Policy)
- Public Liability Insurance (for regular bookings)

I wish to hire the Hall, as stated, and agree to abide by its Standard Conditions of Hire.

Signed: **Date:**

Signed on behalf of LPCA: Date:

PLEASE RETURN YOUR COMPLETED FORM AND PAYMENT TO THE ADDRESS BELOW

WE HOPE YOU ENJOY YOUR FUNCTION, BUT REMEMBER THIS IS YOUR HALL SO PLEASE LOOK AFTER IT.