

ST. IPPOLYTS HALL OCCASIONAL HIRING AGREEMENT

1. Name/Organisation _____

Address _____

Tel No.: _____ Email: _____

2. Name of Organisation's authorised representative (if applicable)

Charges	Basic Hiring Fee (price on application)	£
Extras	Hire of crockery/ cutlery <input type="checkbox"/> add £36.50 Hire of dishwasher <input type="checkbox"/> add £10 Hire of stage lighting <input type="checkbox"/> add £20 Hire of public address & music system: <input type="checkbox"/> add £10 <i>(This consists of 2 radio microphones, CD player, smart phone connector, Hearing Loop – all connected to 10 wall-mounted speakers) Option to connect own equipment.</i>	£
Deposit For damages & breeching hiring agreement (Refunded within one month of the event) Please note: this cheque will be banked	Full day bookings and evening parties ending after 10.00pm <input type="checkbox"/> £200 For all other bookings <input type="checkbox"/> £25	£
	Sub-total	£
Less Booking Deposit (£34)		£
Balance	Payable one month in advance of the booking date	£

3. Premises (Please circle)

Whole Hall

Main Hall

Committee Rooms

• Purpose of hiring _____

• Name of Band/Disco/Entertainer _____

• Name of caterer (if applicable) _____ Name of person running the bar _____

Date of Hiring: / /

Time of Hiring: From to **(TO INCLUDE ALL SETTING UP AND CLEARING AWAY)**

The Hirer agrees to be present during the entirety of the hiring and to perform the provisions and stipulations contained in or referred to in the Trustees Standard Conditions of Hire.

Signed _____ The Hirer. _____ Date

Please return your copy of form to the Hall Secretary as an acceptance of the booking, together with the hiring fee.

Cheques should be made payable to **St. Ippolyts Hall** and sent to:

St Ippolyts Parish Hall c/o Samantha Kelly, 11 Orchard Close, St Ippolyts, Hitchin SG4 7RH

Tel: 01462 423291 Email: sal_kelly@sky.com

Please complete 2 copies of this form and keep one for your records