

PATTISHALL PARISH HALL HIRE AGREEMENT

THIS AGREEMENT is made between the Pattishall Parish Hall (PPH) Committee and the Hirer named below, for the date, time and hire fee, also set out below.

THE COMMITTEE allows the Hirer to use the premises for the purposes and the period as set out below.

PPH Representative: Amanda Campbell, Bookings Officer. Pattishallbookings@gmail.com

Hirer to complete: Name

Address.....

Phone..... Email.....

Premises: specify Large Hall (LH), Small Hall (SH) or Whole Hall (WH)..... (Please note that use of the kitchen is included, at no extra cost, if you wish to use it.)

Purpose of Hire..... **Date of Hire**..... **Start and End Time of**

Hire.....

(Please note that if you need setting up and packing down time, you must include this in the hours you book. PPH Committee do not provide extra time free for preparation or tidying away.)

List below type of all outside services/entertainment you intend to hire in for your event:

.....
.....

Hire rate per hour.....**Total**.....

(Refer to hire rates on the web-site for current charges – if left blank Bookings Officer will advise of rate per hour and total charge.)

Deposit Fee: Deposit cheque to be included with this form, made payable to Pattishall Parish Hall. For Small Hall deposit is £50. For Large Hall deposit is £100. For whole hall, ie, both rooms, deposit is £150. The deposit cheque will be destroyed after the event assuming no damage or breakage has occurred, and if no additional cleaning is required.

THE HIRER agrees to observe and perform the stipulations referred to in the Committee’s Standard Conditions of Hire and in the Committee’s Security and Safety Instructions – available on web-site.

General Data Protection Regulations 2018 – the data collected on this form will only be used for the purpose of hall bookings administration and management of these bookings by the Hall Committee. All necessary steps will be taken to keep your data safe and it will not be shared with third parties.

SIGNED BY THE HIRER.....**Date**.....

When complete send this form and deposit cheque to the Bookings Officer. Contact Amanda for address. Confirmation of receipt will be sent to your email address