

Hire agreement

Ely City Church Community Rooms: HIRE AGREEMENT

The hirer should ensure that they have read and understood the attached Users' Guide and Special Conditions of Hire, BEFORE filling in the details below. Please return the completed form to Room Hire, Ely City Church, 15a Silver Street, Ely CB7 4JF.

Name of hirer (Individual).....

Name of organisation (if applicable).....

Organisation's authorised representative.....

Address

Telephone (home).....(work).....

E mail address.....

(Person signing must be 18 years of age or above).

Occasional Users Only

I request the hire of the Community Rooms

on.....(Date)

From..... Until.....

Length of time must allow for preparation and clearing up.

Hiring Fee (payable on booking).....

Regular Users Only

I request the hire of the Community Rooms on the following dates:

.....

Times required.....

(Including preparation and clearing up)

Do you wish to continue during school holidays? Yes/No

Hiring Fee to be paid monthly in arrears.

Both occasional and Regular Users

Purpose of hiring.....

Commercial /Individual/Community Use (Please delete as necessary)

Approximate number of people expected at the event.....

All cheques should be made payable to THE NINETY-NINE PLUS ONE TRUST. Thank you.

We no longer issue keys to hirers, instead please use the key safe. The Senior Leadership will provide the current key combination (which is changed monthly). Hirers are responsible to ensure that keys are returned to the key safe after use and its combination is unset once closed.

I declare that I have read and understood the Conditions of Hire, and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

..... Date.....

Signed by the individual named overleaf.

Ely City Church agrees to permit the Hirer named overleaf to use the premises on the dates detailed, on the understanding that all the special conditions are adhered to at all times.

.....Date.....