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HIRING FORM - COLBURY MEMORIAL HALL

The Trustees shall, upon giving not less than 7 days' notice in writing to the Hirer, have the right to cancel this booking if the Trustees know, or have good cause to believe, that such booking will lead to a breach of conditions.

This agreement is made on the date [1] and between the Trustees [2] and the Hirer [3] named below, whereby in consideration of the sum(s) mentioned [4] & [5].

The Trustees agree to permit the Hirer to use the premises [6] for the purpose [7] and the period(s) [8] as described below.

EXAMPLE

1. Date of Agreement: .....
2. Colbury Memorial Hall Trustees
3. **Hirer**: (Who must be over 18 years of age)

   [A] Organisation (if applicable) .....

   [B] Name of organisation's authorised representative or individual hirer .....

   Address: .....

   .....

   Postcode: ..... Telephone Number: .....

   Email Address: .....
4. **A deposit over and above the hire fee must be paid and returned to the Secretary when the agreement is signed. The Trustees will repay such deposit to the Hirer named in [3], less the cost of any additional cleaning or rectifying any damage caused to the premises and/or contents thereof during the period of hiring as a result of the hiring, or in the event the premises are not vacated by the time stated in the Period of Hire [8].**

   Deposit: .....
5. **Hiring Fee payable 28 days before the commencement of the event for which the hall is hired** [the deposit having been paid on the signing hereof]. Payment to be made by Bank Transfer to Colbury Memorial Hall [see Condition 19 on the Standard Conditions of Hire]. Sort Code: 30-98-73, Account Number: 00059643, Reference: Hirer and Hiring Form Number.

   Hiring Fee: .....
6. Facility required: ☐ Main Hall ☐ Colbury Room ☐ Ashurst Room
7. Purpose of Hire: Public / Private event [delete one] Estimated attendance: .....
8. Period of Hire: Day .....Date(s) .....

   [must include time for preparation and cleaning up] Time From .....To .....

   The hall must be vacant by 11 pm Monday to Friday, midnight on Saturday, and 10 pm on Sunday.
9. **The Hirer agrees to be present during the hiring and comply with the letting conditions and safety guidelines which have been read and understood.**
10. Please return a copy of the hiring form to the Secretary and retain a copy, including the Conditions of Hire, for your records.

    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. I also declare that by signing this agreement I have read, understood, and agree to the **Standard Conditions of Hire**.

Hirer's Signature ..... Date .....

Print Name .....

Return application to **Colbury Memorial Hall, Main Road, Totton, Southampton, SO40 7EL**
Failure to return this hiring form within 28 days will be deemed that the hiring is not required.