

HIRE AGREEMENT/BOOKING FORM FOR SNODLAND COMMUNITY CENTRE

DETAILS OF HIRER:

Name: _____ Address: _____

Postcode: _____

Membership no (if applicable): _____ Tel: _____ Email: _____

Name of organisation represented by hirer (if applicable): _____

DETAILS OF HIRE REQUIREMENTS:

❖ Please circle facility/facilities required: **Main Hall** - **Lounge/small meeting room** - **Changing rooms** - **Paddlesworth Rooms**

❖ Date facility/facilities required: _____

❖ Time at which hall hire will begin: _____ AM/PM & end _____ AM/PM

Please remember to build in time for setting up and packing away into your timings.

❖ Description of event to be held (e.g. party, wedding, reception): _____

❖ Estimated number of guests/people attending event: _____

❖ Additional requests, including bar*: _____

**Please note bars are included in hires on Friday/Saturday/Sunday evenings. Should a bar be required at other times please request one. The Association reserves the right to refuse a bar should it decide that the number of people attending the event is insufficient to make it viable.*

PAYMENT DETAILS:

❖ Total Hire Fee: £ _____

❖ Deposit (usually one third of the total cost): £ _____

❖ Balance (to be paid by _____ at the latest) £ _____

❖ Damage Bond (to be paid by _____ at the latest) £150.00

❖ Details of any further conditions (if applicable): _____

*Please note that all cheques should be made payable to **SNODLAND COMMUNITY ASSOCIATION***

AGREEMENT:

❖ I have read the conditions of hire and the charging & hiring policy

❖ I agree to be bound by them and by any further conditions notified to me at the time of hiring.

Signed: _____ Date: _____

Please indicate how you found out about us: _____

Please return this completed form with a deposit to Chris Howick, Temporary Bookings Secretary, 15 Orchard Way, SNODLAND, Kent. ME6 5EW (Tel: 07714998127) by _____ at the latest (see **NOTE 1** of Terms & Conditions)