

Hiring Agreement for Friday/Saturday night or Large Event booking

Hirers should be aware that this is a legal agreement and by signing they are committed to the terms and conditions of this agreement.

On a Friday and Saturday night or for a large event an additional *£35 will be charged to the hirer for a security lock up charge. This additional fee must be paid with your invoice, or the booking will not be confirmed.

Lock up procedure:

- At 11:00pm your function must end, music off and the room then returned to its original state at time of hire.
- All attendees must leave the building and the compound as soon as possible after 11:00pm and are to be completely clear by midnight (12pm).
- At 11:30pm our security company will arrive to secure the building and compound. They must complete that task by no later than Midnight (12pm).
- Our security company will ask anyone to leave who has not yet left the premises at 11:30pm. Please note if you are still on the premises you will need to keep your own keys and return them to the parish council office the next working day.
- Our security company will inform the Parish Council office if the facilities have not been tidied by the hirer.

Please note that if the facilities have not been cleaned and returned to their original state by no later than Midnight (12pm) the hirer will forfeit their £200 deposit.

*I agree I have read the terms and conditions for hiring and confirm I agree to pay the additional *£35 security lock up charge and that if the facilities are not returned to normal by Midnight (12pm) I will forfeit my full deposit.*

****Please note Bank Holidays may attract a higher lock up fee.***

Name:	
Date of booking:	
<i>I confirm that I am over the age of 21 years and have read, understood, and will fully comply with the conditions of hire, accepting liability for any damage to the centre during the hiring. If you are under 21 we require a parent/guardian to sign on your behalf.</i>	
Signed:	
Date:	