

Hire Agreement for Sunnyside Hall

In consideration of the hire fee Trustees of Sunnyside Hall agree to permit the Hirer named below to use the premises for the purpose and times shown below. This Hire Agreement includes the annexed Standard Terms of Hire to which the parties agree to be contractually bound and any licenses noted.

Parties to the Agreement:

A) The Trustees of Sunnyside Hall (Charity registration 1101737)

Address: Sunnyside Hall
Rusthall Road
TUNBRIDGE WELLS
TN4 8RA

Representative:
Phone

B) Hirer

Name [1]
Representing
Address
.....
.....
Email
Phone(s)

Hire date(s) [dd-Mmm-yyyy]

Start & end times [2]

Preparation &
Required Equipment

Please complete and return this in unchanged format to reserve a hire slot.

If you pay before this form is processed your reservation will be handled immediately on receipt, if you send this before payment then the reservation will be delayed until someone notices that both components (receipt of this form and payment) are complete.

Once this form and payment are processed you will receive an email confirming the reservation if agreed. Up to that time the hire slot is open for anyone to book.

[1] The Name here must match the name of the account that the damage deposit is to be refunded to exactly.

[2] including setup and cleaning.

Booking deposit £ Date paid BACS / Paypal
 Balance of Hire fee £ Date paid BACS / Paypal
 Damage deposit £ Date paid BACS / Paypal

Cross out as appropriate

Details for refund by bank deposit: Account Number Sort code:

Bank's name: Leave blank to donate to our building extension project – thanks.

Purpose of hiring (e.g. 5 year old's birthday party)

Internet access requested (Y/N) Commercial use (Y/N)

Use of PA system requested (Y/N) Will tickets be sold (Y/N)

Will any of the following licensable activities take place at the event (Y/N) ?

Selling alcohol		Serving hot food and drinks between 11pm and 5am	
Performance of a play		Performance of dance	
indoor sporting event		Boxing or wrestling (indoor or outdoor)	
Performance of live music (except incidental or spontaneous)		Showing a film (unless part of exhibition, educational, or promotional)	
Bingo, betting, lottery, or gaming		Performance of recorded music (except incidental or spontaneous)	

Additional conditions or waivers superior to the standard terms of hire:

I understand that the hall must be left in the same state of cleanliness and repair as at start of hire.
 Parking will not obstruct neighbours or be in Sunnyside Road.

I know the location of the emergency escape route, first aid kit location, fire extinguishers, and handover checklist which I agree to comply with.

Signed Date:
 The Hirer / On behalf of the Hirer.

Signed Date:
 Trustee / On behalf of the Trustees.

Office use only: Cal Jnl Db XI nn Conf