

RATTLESDEN COMMUNITY COUNCIL
Charity No: 304936

RATTLESDEN PAVILION - HIRING AGREEMENT

This agreement is made between the representative of Rattlesden Community Council (RCC) and the Hirer and is subject to the RCC Terms and Conditions of Hire.

DETAILS OF HIRER:

Name:	Address:
Organisation:	
Telephone – home	Postcode:
Telephone – mobile	Email:

Date(s) required

Time required (hours from / to)
(Note: please include time for setting up event, and clearing up afterwards)

Purpose of hire

Hire fee £..... Full hire fee / 25% Non-Refundable Deposit £..... enclosed
(delete as applicable)
Note: See Para 20 of the Terms and Conditions of Hire for circumstances where the Deposit may be refundable

Refundable Bond £..... Bond enclosed / not enclosed *(delete as applicable)*
Note: £100 Refundable Bond (£200 when alcohol will be served at event) must be paid 30 days before the event with any balance remaining on the hire fee. The Bond will be repaid in full within 14 days after event unless damage, loss or extra cleaning is required.

I/We, the Hirer, have read and agree to abide by the Terms and Conditions of Hire as supplied by Rattlesden Community Council.

Signed (Hirer) Dated

Print Name

Signed (Authorised RCC Representative)

RETURN THE COMPLETED FORM TOGETHER WITH PAYMENT TO:

Ann Tate, 5 Spencers Piece, Rattlesden, Suffolk IP30 0SA.
Enquiries to rattlesdenpavilion1@outlook.com

HOW TO MAKE PAYMENT

1. Make cheques payable to **Rattlesden Community Council**
2. Or make a bank transfer to Santander Bank & quote your name as reference
Sort code 09 01 54, account 9275 8905, Rattlesden Community Council.