

UPWELL HALL HIRING AGREEMENT

FULL NAME OF HIRER:

ADDRESS OF HIRER:

.....POSTCODE:

CONTACT TEL NUMBER: EMail:

DATE HALL REQUIRED: PURPOSE OF HIRE:

AREAS REQUIRED: COMMITTEE ROOM / MAIN HALL / WHOLE HALL
(DELETE AS APPROPRIATE)

HALL ACCESS REQUIRED BETWEEN: AM/PM AND AM/PM
(DELETE AS APPROPRIATE)

BAR REQUIRED: YES/NO - BAR BETWEEN:AM/PM AND AM/PM

£10 PER HOUR WILL BE CHARGED FOR BARS OPENING BEFORE 7:00PM FOR AN EVENING EVENT. PLEASE CONTACT BAR MANAGER - LESLEY (07886 002570), TO DISCUSS YOUR REQUIREMENTS, AT LEAST TWO WEEKS PRIOR TO EVENT.

HIRE CHARGES - INCLUDE SETTING UP TIME AND CLEARING DOWN

CHARGE DUE:

BAR£30.00

MAIN HALL: SUNDAY TO FRIDAY:£15.00 PER HOUR

MAIN HALL: FULL DAY SUNDAY TO FRIDAY:£100.00

MAIN HALL: FULL DAY SUNDAY TO FRIDAY,
INCLUDING COMMITTEE ROOM:£130.00

MAIN HALL: SATURDAY:£20.00 PER HOUR

FULL DAY SATURDAY:£140.00

FULL DAY SATURDAY,
INCLUDING COMMITTEE ROOM:£170.00

COMMITTEE ROOM, ALL DAYS:£10.00 PER HOUR

CHILDRENS' PARTIES, UNDER 13yrs, 4 Hours.... £40.00

BAR:£.....

MAIN HALL ONLY:£.....

COMMITTEE ROOM:£.....

TOTAL HIRE COST:£.....

BOOKING DEPOSIT: (50% of Total)£.....

RECEIPT NUMBER:

BREAKAGES/BEHAVIOUR/TIDYUP/SECURITY DEPOSIT: £100.00

BALANCE DUE:£.....

RECEIPT NUMBER:

MAKE CHEQUES PAYABLE TO: UPWELL HALL COMMITTEE.
RETURN TO:

David Aston, Hall Manager,
Fen Lodge, 3 Scholars Way, Upwell, Cambridgeshire, PE14 9BX.
Tel: 01945 774060 (10am to 10pm)
EMail to: upwellhall@gmail.com

THIS AGREEMENT In signing this booking form, you agree to abide by the "Hiring Conditions"

THE HIRER agrees with the committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's Conditions of Hire as attached.

It is hereby agreed that the Conditions of Hire together with any special conditions of hire shall form part of the terms of the Hiring Agreement unless specifically excluded

THE HIRER confirms that he/she is 18 or over and declares that the information given in this agreement is correct to the best of his/her knowledge and he/she acknowledged that any misstatement or misrepresentation will invalidate the agreement.

Signed.....(THE HIRER ABOVE) Date.....

PROVISIONAL BOOKINGS ARE ONLY HELD FOR 7 DAYS. PLEASE CONFIRM YOUR BOOKING BY RETURNING THIS FORM AND YOUR 50% DEPOSIT (Non refundable) TO THE HALL MANAGER.

FULL BALANCE DUE ONE MONTH BEFORE EVENT.

A receipt will be returned to confirm payment and booking. **PLEASE MAKE A COPY OF THIS BOOKING FORM.**