

PMYCC

Preston Mall Youth
Community Centre

May Lane, The Mall
Kenton, HA3 9TX

Tel: 0208 204 1007

Email: pmycc22@gmail.com

HIRE AGREEMENT

NAME OF HIRER:

ADDRESS:

TEL:

Email:

DATE OF USE:

TIMES: From: To:

(Please include set up / shut down time)

2 Forms of ID (including photo ID) must be provided:

Purpose of Hire / Use: (Please be specific)

REQUIREMENTS: (please place X in the box)

Caretaker
(compulsory)

☒

Standard or Enhanced Clean
(compulsory – PMYCC decide)

☒

Kitchen

☐

Chairs

☐

Tables

☐

Projector / Speakers

☐

Bar / drinks

☐

Outside use (electricity is charged)

☐

I have read the PMYCC Terms & Conditions and undertake to abide with PMYCC Terms and Conditions.

Signed by the User **Print Name:**

Date:

Charity Number: 801613

Chair: J. Tavernier: **Secretary:** L. Leo: **Treasurer:** J. Aristidou-Karas

Total charge for the Hire: £

A Deposit of £250 must be paid to secure the booking:

Payment Details: Please pay by bank transfer.

Bank: Barclays Bank:	Account Name: Preston Mall Youth & Community Centre
Account Number: 00745499	Sort Code: 20 92 60

Hire Agreement Completion Guidance:

- 1. Please complete all section: in particular:**
 - The exact times of Hire, including time to set up / shut down
 - The Hire Charge
- 2. Please be as specific as possible.** We will not be responsible for any omissions and reserve the right to refuse the use of any service for which permission from PMYCC had not been granted.
- 3.** The booking will be confirmed once the deposit has been paid.
- 4.** You will have 30 minutes to tidy up and vacate the facility at the end of your Hire: after which you will be charged a further charge if you go over the 30-minute period,
- 5.** You will not be permitted to bring your own drinks onto the premises without the explicit consent of the Management Committee. You must use our licensed bar facility. **Please refer to our Terms and Conditions.**
- 6.** You must obtain permission to set up any activities outside.
- 7.** A charge for a caretaker is compulsory. The caretaker will open the centre, monitor activity, and close the centre at the agreed time.
- 8.** A cleaning charge is compulsory. The **standard** charge of **£50** per hire will apply to small to medium sized bookings and the **enhanced** rate of **£100** shall be applied large gatherings, If the premises is left untidy, we reserve the right to apply additional charges for cleaning. **Please refer to our Terms and Conditions.**
- 9.** If we consider it necessary for a security presence during the Hire, the **USER** will provide security for the Hire. **Please see our Terms and Conditions.**
- 10.** The PMYCC shall reserve the right to apply charges for any additional services that the User may request.
- 11.** The Hire charge must be paid in full at least 7 days before the Hire.
- 12.** Finally, please note that if you provide any activity without our knowledge or consent, then we shall reserve the right to terminate the booking.

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