

**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. The Hirer must inspect the Pavilion at the start and end of the hire, reporting any damage or issues immediately to Jess Walters, or they may forfeit their bond a/or be liable for repair costs.*

**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:**  
**Jess Walters, 2 Flint Cottage, Poy Street Green, Rattlesden IP30 0SR**  
Enquiries to [rattlesdenpavilion1@outlook.com](mailto: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.