|  |  |  |  |
| --- | --- | --- | --- |
| **Booking Date:** | Click here to enter text. | **Ref:** | Click here to enter text. |
| 1. **THE HIRER:** (One agreement per booking – PLEASE PRINT CLEARLY) |
|  | **Marwood Resident/Parent of Marwood School Pupil:** |[ ]
|  | **Non-Resident Individual:** |[ ]
| **Name:** | Click here to enter text. |
| **Billing Address:** | Click here to enter text. |
| **Telephone:** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **2. DATE(S) / TIME(S) REQUIRED** |
| **Date(s):** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Time(s):** | **From:** | Click here to enter text. | **To:** | Click here to enter text. |
| **Session:** | **All Day** |[ ]  **Weekend** |[ ]
| **3. EVENT DESCRIPTION** *(Please tick all boxes that apply)* |
| **Non-licenced activity:** | Click here to enter text. |
| **Licenced activity:** | Click here to enter text. |
| **Other:** | Click here to enter text. |
| **Numbers attending:** | **0-50** | Click here to enter text. | 50+ | Click here to enter text. |
| **Age group(s):** | **Up to 18** | Click here to enter text. | 18+ | Click here to enter text. |
| **Will food be provided:** | **YES** |[ ]  **NO** |[ ]
| **Will tickets be sold to the event:** | **YES** |[ ]  **NO** |[ ]
| **4. FACILITIES REQUIRED** *(Please tick all boxes that apply)* ***Please Do Not use any of the schools catering equipment unless requested & authourised****.* |
| **Staging:** | Click here to enter text. |
| **Catering Equipment:** | Click here to enter text. |
| **Low Height Tables:** | Click here to enter text. |
| **Chairs:** | Click here to enter text. |
| **Audio Equipment:** | Click here to enter text. |

|  |  |
| --- | --- |
| **5. HIRING FEES:** |  |
| To be completed by the Authourised Representative on behalf of Marwood Community Hall |
| **TOTAL HIRING FEE: £** | Click here to enter text. | **DEPOSIT WITH BOOKING FORM: £** | Click here to enter text. |
| **TOTAL BALANCE DUE: £** | Click here to enter text. | **To be paid by (date)** | Click here to enter text. |
| AGREEMENT |
| The Hirer accepts the full Terms and Conditions of Hiring(Please see overleaf and at: [Terms & Conditions](http://www.marwoodmatters.com/marwood-community-hall/booking-page/) In consideration of the Hiring Fee described in clause 5 above, the Marwood Community Hall agrees to permit the Hirer to use the Hall (and if applicable Marwood School agrees to permit the Hirer to use the grounds and facilities, as identified on the plan at: [Marwood Community Hall Site Plan](https://drive.google.com/open?id=0B42jUQrowbFJR0lNZWlGenlVOEU&authuser=0) along with any facilities identified in clause 4 for the purposes identified in clause 3 and for the period(s) described in clause 2 above only. This Hiring Agreement includes any annexed Standard Conditions of Hire and any Special Conditions. THE HIRER ACCEPTS RESPONSIBILITY for the event and its conduct in accordance with the Terms and Conditions of Hire and agrees to complete the End of Hiring Declaration (Annex A) and to return the key as agreed with the Authorised Representative. Enclosed is a cheque for £ payable to Marwood Community Hall as the Deposit to secure the booking and the Hirer undertakes to pay the balance of the Hiring Fee £ to make up full payment, not later than 14 days before the event. Alternatively you can pay by BACS to:Marwood Community Hall:sort Code: 60-02-03Account Number: 95383131 |
| **Signed:** | Click here to enter text. | **Date:** | Click here to enter text. |
| **The HIRER named above** |
| **Signed:** | Click here to enter text. | **Date:** | Click here to enter text. |
| **Authourised Representative: on behalf of Marwood Community hall** |
| **(IF THE SCHOOL GROUNDS ARE TO BE USED)** |
| **Signed:** | Click here to enter text. | **Date:** | Click here to enter text. |
| **On behalf of Marwood School** |
| **AUTHOURISED REPRESENTATIVE DETAILS:** |
| **Name:** | Alan Cruden |
| **Address:** | Marwood Community Hall, Whiddon Lane, Whiddon EX31 4HF |
| **Telephone:** | 01271 850592 |
| **Email:** | booking.marwoodhall@gmail.com |