



**NOTLEY GREEN COMMUNITY ASSOCIATION
(N G C A)
Registered Charity 1058443**

**Hall Hire Agreement for the year to 31 December 2009
This agreement is made between the NGCA and the Hirer
Sections, Affiliates and Regular Hires**

Agreement Date : _____ **Agreement Number :** _____

Hirer's name : _____ **Active member of :** _____ **Section**
(if applicable)

Organisation : _____
(if applicable)

Contact Address : _____

_____ **Postcode :** _____

Phone : _____ **Mobile :** _____

Email Address : _____

Purpose of Hire : _____
(Not applicable to Section or Affiliate Hires)

Day / Date	Time	Hall	Shared Kitchen Use	Hire fee / Session

If hall is not required at the above times for the WHOLE year, please provide a schedule confirming actual dates.

Hire Fees will be invoiced monthly in ADVANCE. Fees should be paid within 14 days of receipt of invoice.

Kitchen Use (Shared): Yes No **Maximum participants :** _____

Amplified music : Yes No **Will Alcohol be served:** Yes No
(Hall Management approval required)

External caterer : Yes No **External caterer's own cooks etc :** Yes No

Equipment to be used in hall : _____

- ▶ **The Hirer confirms that the details above are complete and accurate.**
- ▶ **The Hirer must agree to sign & observe the "Standard Conditions, General Rules and Regulations" (see over page) at the time of booking.**
- ▶ **Subject to Hall Management approval if alcohol is served, the NGCA, on receipt of the Hall Hire Fee agreed above, permits the Hirer to use the hall(s) specified for the period and purpose(s) described.**

Signature of Hirer : _____ **Date :** _____

Signed for the NGCA : _____ **Date :** _____
(HMC must sign if alcohol is to be served)