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

Hall Hire Agreement for the year to 31 December 2011
This agreement is made between the NGCA and the Hirer
Occasional 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 : _____

Date of Hire : _____ **Day of the week :** _____

Start Time : _____ **End Time :** _____
(Hire time must include setting up and clearing away)

Hall Required : (Circle hall(s) required) **Main hall** (Wooden floor) **Hall 2** (Next to car park) **Hall 3** (Pre-school, with outside play area)

Hire Fee : £_____ **Conduct & Damage Deposit (CDD) :** £_____
(CDD will be returned within two weeks on receipt of satisfactory exit report)

20% Hire Fee Deposit : £_____ Chq:_____ **Hall Hire Balance to Pay :** £_____
(Hire Deposit Non-Refundable) (Sort Code, Chq#, Acc#)

The C&DD and Hall Hire balance are due one month before the date of hire on : _____
Cheques should be made payable to "**N G C A**."

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

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

External caterer : Yes No **External caterer's own cookers 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)

COMMUNITY CENTRE, NOTLEY GREEN, GREAT NOTLEY, BRAINTREE, CM77 7US
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