



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

**Hall Hire Agreement for the year to 31 December 2017  
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 :** \_\_\_\_\_

<b>Date of Hire :</b> _____	<b>Day of the week :</b> _____
<b>Start Time :</b> _____ <small>(Hire time must include setting up and clearing away)</small>	<b>End Time :</b> _____
<b>Hall Required :</b>	<b>Main hall</b> <b>Committee Room</b> <small>(Circle hall(s) required)      (Wooden floor)      (Next to car park)</small>
<b>Hire Fee :</b> £ _____	<b>Conduct &amp; Damage Deposit (CDD) :</b> £ _____ <small>(CDD will be returned within two weeks on receipt of satisfactory exit report)</small>
<b>20% Hire Fee Deposit :</b> £ _____ <b>Chq:</b> _____ <small>(Hire Deposit Non-Refundable)      (Sort Code, Chq#, Acc#)</small>	<b>Hall Hire Balance to Pay :</b> £ _____
<b>The C&amp;DD and Hall Hire balance are due one month before the date of hire on :</b> _____ 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)