

PLEASE COMPLETE, SIGN AND RETURN ONE COPY WITH PAYMENT TO SECURE BOOKING



HIRE AGREEMENT

Hiltingbury Community Association
The Hilt, Hiltingbury Recreation Ground, Hiltingbury Road, Chandlers Ford, SO53 5NP
Registered Charity Number: 1089482

This agreement is made between Hiltingbury Community Association and the Hirer named below. In consideration of the sum(s) mentioned, The Association agree to permit the Hirer to use the rooms listed for the purpose and for the period(s) described below and under the Terms and Conditions of Hire.

HIRE DETAILS	
Hirer's Name:	Hire Date(s):
Organisation (if applicable):	Rooms:
Address:	Hours:
Telephone:	Purpose:
Email Address:	

PAYMENT DETAILS		
Item	Amount £	Notes
a. Hire Fee *		
b. Payment/Deposit		Payment/deposit to be remitted with this signed document to secure the booking.
c. Outstanding Balance of Fees		Payable no later than 14 days before the Hire Date.
d. A security payment will be requested for evening events. This will be returned to the Hirer, less any sums (to be determined by the committee) in respect of damage or breach of any of the contract terms detailed on the Terms and Conditions of Hire.		
* Cheques should be made payable to Hiltingbury Community Association		

THE HILT IS LICENCED FOR:	Indicate activities to take place at this event
The performance of plays	
The performance of films	
Performance of live music	
Making music	
Dancing	
HCA approval and a TEN licence will be needed if alcohol is being sold to adult users of the building	

SIGNATURES	
HIRER	COMMITTEE'S AUTHORISED SIGNATORY
I declare that the information given above is complete and accurate and I agree to be bound by the attached Terms and Conditions of Hire	
Signed:	Signed:
Name (please print):	Name (please print):
Date:	Date:

Hiltingbury Community Association
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