**EDINGTON PARISH HALL**

**Westbury Road, Edington, Westbury, BA13 4QF**

**Charity Commissions registration number: 309455**

**HIRING AGREEMENT: PRIVATE BOOKINGS/ SPECIAL EVENTS**

The Committee agrees to permit the **HIRER** to use the Parish Hall for the purpose and period described below.

**DATE:**…………………… **TIME: (please include set up and clear up time) from**……………….. **to** ……………

**EVENT:**………………………………………………………………………………………………………………………….

**HIRED BY:** Name:…………………………………………………………………………………………………………..

Address………………………………………………………………………………………………………….……………..……………………………………………………………………………………………………………………………………… Phone no : ……………………………….Email address:……………………………………………………………

**Nominated Responsible Person present throughout the hiring if different from above:** Name:…………………………………………………………….. Phone no:……………………………….

Email address: ………………………………………………………………………………………………………………

**HIRING FEES**

**£7.00 per hour or part thereof for the Hall** includes heating and tea/coffee making facilities

An **additional £8 service charge** per booking is made for ‘full use’ of the kitchen (cooker to reheat food, microwave urn/coffee maker/ table cloths etc) Please tick if required

**Security Deposit**: (refunded providing all hiring conditions are complied with) **£40.00**

**I have read and understood the Conditions of Hire and the Safeguarding Policy and confirm that I (the Hirer) and my representative understand and accept them.**

**Signed:**…………………………………………………………………….. **Date:** ………………………………………..

Please return the completed form and payment (2 x cheques, 1 for payment and 1 for £40 security deposit) TO Rowena Fox, 6 Berry Road, Edington, BA13 4PN. Cheques should be made payable to Edington PCC Parish Hall Account.

In accordance with the GDPR 2018 the information provided on this form will only be used by Edington Parish Hall Committee to process the booking. It will be securely stored and will never be divulged to any outside organisation.