

BIGGS PAVILION HIRING AGREEMENT

Orchard Ground Committee agree to permit the HIRER (1) named below, on the date (2) to use the premises listed below (3) for the purposes listed below (4) between the times (5) for the period(6) as described below for the fee stipulated in (7).

Please complete sections 1,2,3,4,5, 6,7 & 8 below.

1) Name of Hirer

Organisation (if applicable) _____

Name of Hirer _____

Address _____

Postcode

Telephone

Authorised representative _____

(Must be over 18 years old)

2). Date of Event _____

3). Premises Required (Please tick appropriate boxes).

The Hall Kitchen Playing Field Changing Facilities

Other requirements Please list _____

4). Purpose of event

Childrens Party/18th Party/21st Party/ Wedding/Other

Please describe _____

Alcohol **will/will not** be consumed at this function, (delete as applicable).

If Alcohol is being sold, please provide relevant license details

5) Time entry required _____

6) Period of Hiring (including set-up and clear-up)

2-4 hours 5-8 hours 8-16 hours 16-24 hours 48 hours

7) Hiring Fee

A deposit of £25 (Childrens Parties) £50 (Evening hirings) £100 (Wedding Functions) against possible damage or cleanliness, will be required at the time of hiring.

This deposit will be returned upon completion of a satisfactory inspection by a member of Orchard Ground Committee, with the HIRER present, at a reasonable time after the period of hiring.

Attention is specifically drawn to ITEM 7. in the Standard Conditions of Hire accompanying this agreement.

Deposit	£	_____	_____
Fee applicable	£		
Total	£	Payable at time of hiring	(form continues overleaf)

8) Insurance

Hirers Public Liability Insurance is a condition of hire, please see separate form.

The HIRER or authorised representative, who must be over 18 years of age, agrees to be present during the period of the hiring and to conform to the provisions as laid out in the Standard Conditions of Hire and Special Conditions of Hire which comply with the Public Entertainment Licence.

Signed

Date

On Behalf of Orchard Ground Committee

Signed

Date

On Behalf of Organisation or individual named above.

I acknowledge that any misstatement or misrepresentation will invalidate this agreement.

Please make cheques payable to: Orchard Ground Committee

Booking Secretary

Evelyn Griffiths, 5 Cheney Close

Cublington, Leighton Buzzard

Beds LU7 0NA

Tel:01296 681666