**HIRE OF PREMISES AGREEMENT FOR THE PARISH HALL OF ST THEODORE OF CANTERBURY, 110 STATION ROAD, HAMPTON, TW12 2AS**

Name of Organisation …………………………………………………………………………………………………… (the “Hirer”)

Name, address, email address and telephone number for the person responsible for the hiring:

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…………………………………………………………………………………………………………………………………………….

1. Purpose of Hire ……………………………………………………………………………………….

2. Period of Hire Date(s) ……………………………………………………………………………………….

Hours: from ……………………….. to ……………………….........

3. Description of accommodation and facilities to be hired ‘Premises’ (e.g. Hall / Hall plus kitchen)

 ………………………………………………………………………………………………………………………………….

4. Deposit received / payable         £……………………………..

5. Payment received / payable £……………………………...

6. Date(s) of payment of deposit/ balance ……………………………….

Charges

|  |  |  |
| --- | --- | --- |
| Refundable damages deposit | £150 | Payment can be by cheque to WRCDT Hampton or by BACS to 40-05-20 11308270. |
| Use of kitchen per hire | £20 |
| Weekday hourly hall hire | £25 |
| Weekend hourly hall hire | £30 |

**I request the hire of the Premises on the date(s) and times and for the purpose set out above.**

**Declaration on behalf of the Hirer:**

**I have read and agree to observe and perform the provisions of this Hire Agreement, including the terms and conditions set out in the ‘Conditions of Hire’. I am over 18 years of age and duly authorised to enter into this Agreement on behalf of the Hirer.**

Signed by ………………………………........ Hirer Date ………………................................

Print name …….………….............................

**The Parish Priest permits the Hirer to use the Premises as set out above subject to the terms and conditions contained in the ‘Conditions of Hire’ attached. The Hire Agreement will not be binding until accepted and signed by the Parish Priest. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.**

Signed by ………………………………….... Parish Priest Date ……………....................................

* Please complete and return to Kathleen Wren, 37 Manor Gardens, Hampton, TW12 2TX or to michaelwren@btopenworld.com.