

# HIRING AGREEMENT

## GREENACRE CENTRE, VALERIAN WAY, STOTFOLD, SG5 4HG

**THIS AGREEMENT** is made on the date **(8)** and between Stotfold Town Council **(1)** and the Hirer **(2)** detailed below whereby in consideration of the sums mentioned **(7)**. **STOTFOLD TOWN COUNCIL** agrees to permit **THE HIRER** to use the premises and facilities **(4)** for the purpose **(3)** and for the period(s) **(5)** all described below:-

**ALL PROVISIONAL BOOKINGS MUST BE FINALISED WITH A SIGNED HIRING AGREEMENT & DEPOSIT PAYMENT WITHIN 2 WEEKS OR STOTFOLD TOWN COUNCIL RESERVE THE RIGHT TO CANCEL THEM WITHOUT NOTICE.**

1. Stotfold Town Council	Town Clerk: Town Council Offices, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG Tel: 01462 730064 <b>Keyholders: Laila Laraman (07508 861639). Vida Akakpo (07508 864056)</b>
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2. Full name of Hirer:	
Name of Organisation (if applicable)	
Address:-	
Telephone number:	

3. Purpose of hire:	
3a. Will those attending be charged an entry fee?	

4. Facilities Required - circle as necessary	Oak Hall/ Kitchen	Maple Room	Council Chamber
	Projector & screen (Council Chamber only)		

5. Day(s) and Date(s) of hire:		
Hours:	From:	To:
6. Estimated number of persons attending:		One off Hire / Regular Booking (please delete)

7. Hire Fee – Total payable	£	
Less deposit (to be enclosed with this completed Agreement form within seven days of provisional booking to secure the booking)	£	Receipt no: Date paid:
<b>Balance to pay</b> (no later than 14 days before the Hire Date)	£	
<b>DATE DAMAGES PYMT REC'D:- (cheque/card pre-authorisation/cash)</b>		

### CHEQUES SHOULD BE MADE TO STOTFOLD TOWN COUNCIL

Parties, weddings and dances will require a post-dated cheque, in the sum of £100 against possible damage. This cheque can be collected from the Town Council office the first working day following your hire. ALL fire doors have been fitted with security tags which are designed to break in an emergency. If these tags are broken in a non-emergency a fine of £100 per security tag broken will be charged. **THE HIRER** (not being a person under the age of 21 years of age) agrees with Stotfold Town Council to be present during the period(s) of hire and to perform the provisions and stipulations contained or referred to in the Conditions of Hire, and the Public Entertainment Licence Conditions for the time being in force, all of which are detailed in the current "Hirer's Handbook" and have been read and understood by the Hirer.

**8. AS WITNESS** the hands of the parties hereto on the date of :

Signed by <b>THE HIRER</b> the person named at <b>(2)</b> above	Signed by the person named at <b>(1)</b> above on behalf of <b>STOTFOLD TOWN COUNCIL</b>
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**\*ANY ACCIDENTS OCCURING DURING THE HIRE PERIOD MUST BE REPORTED TO THE TOWN COUNCIL WITHIN 24 HOURS**

**\*\*FOR PAYMENT DETAILS PLEASE SEE OVERLEAF:-**

## **PAYMENT DETAILS**

Stotfold Town Council can accept payment via bank transfer, card (credit/debit), cheque or cash

Preferred method of payment -

### **Bank transfer: -**

If making a payment via bank transfer, please ensure that you quote the invoice number as the reference and inform Stotfold Town Council as soon as you have made the payment.

Bank details are as follows: -

Account name: - Stotfold Town Council

Account No: - 20354862

Sort Code: - 60-83-01

### **Cheque**

Cheques should be made payable to STOTFOLD TOWN COUNCIL