



Gull Coppice, Whiteley, Fareham, Hampshire, PO15 7LA
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whiteleycommunityassociation@hotmail.co.uk
 Registered Charity Number 1062300

Hiring Agreement for the Whiteley Community Centre, Gull Coppice, Whiteley, PO15 7LA
Hire Agreement for Casual Booking.

1. HIRE DETAILS:

Date of Hiring:// (DD/MM/YY) Time of Hiring:

Room(s) Hired:

Purpose of Hiring:

Do you require use of the kitchen: Yes No Do you require use of the Cooker: Yes No

2. PARTIES:

The General Committee of the Whiteley Community Association (WCA), acting by its Centre Management Team.

Name of person responsible: (the Hirer)

Organisation:

Address:

.....

Telephone Number:

3. FEES:

Room Hiring Fee:	hrs @ £	-	Per hour	=	£	-	Date Paid/...../.....
Cooker Use Fee:	£	-	Per Session				Date Paid/...../.....
Damages Deposit:				=	£	-	Date Paid/...../.....

All fees must be paid one month before the event. The damages deposit will be returned to the hirer after the event **if**: no breakage or damage has occurred; all furniture and/or equipment is cleaned and returned to storage; the floors/carpets are cleaned/vacuumed; all rubbish is disposed of; the kitchen is wiped down (and any items used are washed and put away); the garden is left tidy.

Deposit Returned: Date// Signature:

4. CANCELLATION:

If a cancellation is made within one week of the event the damages deposit will be retained.

5. TERMS:

The WCA permits the Hirer to use that part of the premises described in paragraph 1 above, within the attached terms and conditions and within the rules for use of the centre.

The Hirer agrees to observe and perform the terms and conditions contained or referred to in the WCA Standard Conditions of Hire (v 2013) for the time being in force and as attached to this agreement and in the rules governing the use of the premises.

Special conditions may apply:

Declaration

Signed by..... (Please Print)
 Date/...../.....
 (On behalf of WCA)

Signed by (Please Print)
 Date/...../.....
 (The Hirer/for and on behalf of the Hirer)