

(On behalf of WCA)

Gull Coppice, Whiteley, Fareham, Hampshire, PO15 7LA Telephone 01489-880041/881190 <u>www.whiteley-community.co.uk</u> <u>whiteleycommunityassociation@hotmail.co.uk</u> 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:
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: Hiring Fee: hrs @ £ - Per hour = £ - Date Paid//
	Damages Deposit: = $f - Date Paid//All fees must be paid one month before the event. The damages deposit will be returned to the hirer after theevent if: no breakage or damage has occurred; all furniture and/or equipment is cleaned and returned to storage;the floors/carpets are cleaned/vacuumed; all rubbish is disposed of; the kitchen is wiped down (and any itemsused are washed and put away); the garden is left tidy.$
	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 Date

(The Hirer/for and on behalf of the Hirer)