**Date of hall use: ……………………………………**

**Nature of booking: ……………………………………**

**Time: ……………………...**

**Total cost of Hire: ………** *£12.60 per hour to include setting up/clearing times*

 *+ £5.25 extra if hiring a bouncy castle*

**Deposit: ………..** *£25.00 for day bookings, £250 for bookings after 6pm*

**Hirer’s Name: …………………………………………………………………...**

**Address: …………………………………………………………………………**

**Email: …………………………………………...………………………………**

**Telephone Number: ..……………………………………………………………**

**Hirer’s Signature ……………………………… Date…………………….**

**By signing you are required to adhere to the conditions of hire and confirm you are over 25.**

***PLEASE NOTE: If under 25 years of age a guarantor (over 25 years of age) should be sought to sign this agreement and by so doing guarantees that the conditions of hire will be kept and make amends if they are broken.***

***Guarantor’s Name: …………………………………………………………….***

***Address: …………………………………………………………………………***

***Telephone Number: ……………………………………………………………***

***I intend to run a bar or sell alcohol (this includes providing a drink within the cost of a ticket) at this event and will obtain a TENS from SODC.***

***Signed…………………..………………………. Date…………………….***

**Office Use:**

|  |  |  |
| --- | --- | --- |
| **Deposit paid** |  |  |
| **Entered into diary** |  |  |
| **Total Hire charge**  |  |  |
| **Payment made** |  |  |
| **Keys given** |  |  |
| **Keys returned** |  |  |
| **Deposit returned** |  |  |

*Office Signature for receipt………………………………. Date……………………*