



Calendar available at: www.seagrovepaviliontrust.org.uk

For bookings Telephone Grainne Andrews 01983 565307

Booking Application – Hiring Agreement (Single Hiring) page 1

This agreement when signed by both parties, including electronically, forms a contract between the Seagrove Pavilion Trust (SPT) and the Hirer. The Hirer has read and undertakes and agrees to be bound by the Standard Terms and Conditions of Hire and by any special conditions detailed below

Hirer: over 18 yrs of age)	Name (must be	Purpose of Hire:
Address of Hirer:		Date of Hire:
		Event start time:
		Event finish time:
Phone No.	HIRE CHARGE:	
E mail:	TOTAL HIRE CHARGE: £	
Organisation name (if any):	Deposit paid: £	
Authorised Rep. of Organisation Person signing must be over 18 years of age	Balance Due: £ on or before event	
Chargeable rates: as per hire charges		
For Main Hall - Event duration	£ per hour; Charge £	
Kitchen Hire	Charge £	
Cleaning (optional)	To be advised Charge £	
Other e.g. Audio equipment hire/projector etc.	NA	

Full payment is required for bookings costing £60 or less at time of booking. For all other bookings a deposit as specified is payable at the time of booking and the balance due being payable on or before the conclusion of the event. Preferred payment by bank transfer, **please contact Company secretary for details, or** Cheques should be payable to " **Seagrove Pavilion Trust**" and sent to the Company Secretary at the above address



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Booking Application – Hiring Agreement (Single Hiring) page 2			
This agreement when signed by both parties forms a contract between the Seagrove Pavilion Trust and the Hirer. The Hirer has read and undertakes and agrees to be bound by the Hire Conditions, Health and Safety Policy and by any special conditions detailed below			
Special conditions in addition to the Standard Terms & Conditions, Environmental and Health Safety Policies , relating to this hire (if any)			
Special Deposit: £50 children's and £100 adult's parties or as agreed with booking Trustee			
A Special Deposit may be required to be paid by the Hirer, to the SPT at their discretion; this deposit will be banked and held as surety against cancellation of the hire by the Hirer less than 30 days prior to the event, and any subsequent loss of revenue. The Trust will within 14 days of the termination of the period of hire repay such Special Deposit to the Hirer less any sum required to rectify any damage caused to the premises and/or contents thereof during the period of the hiring and as a result of the hiring.			
Special equipment/facilities			
In addition the use of the kitchen/meeting room for food preparation/serving will attract an additional charge at the rate advised to the Hirer by the SPT representative at the time of making the hire booking.			
For the purposes of reporting Hall usage - the following information is required for all single hiring's: this information is not divulged to any other body other than for the purposes of the statistics required			
Approximate number of attendees at event			
Age Groups of attendees		Residence of Attendees	
Under 14years		Residing within Parish	
Age 14-20		Residing within 5 miles of Parish	
Age 20-50		Other	
Age over 50			
Signature of Hirer _____ Date _____			
PRINT NAME			
I have read and understood the Hire Conditions and Health and Safety Policy as issued with this form			
Signature of Trustee/Representative _____ Date _____			

Please return one signed copy to Company Secretary: 2 West Priory Cottages, Eddington Road,

Nettlestone, IOW. PO34 5EE

Seagrove Pavilion Trust is a company limited by guarantee and a registered charity no 1148654

