



Calendar available at: [www.seagrovepaviliontrust.org.uk](http://www.seagrovepaviliontrust.org.uk)

For bookings Telephone Grainne Andrews 01983 565307 or email [seagrovepavilion@gmail.com](mailto:seagrovepavilion@gmail.com)

## 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

<b>Hirer:</b> <b>Name (must be over 18 yrs of age)</b>	<b>Purpose of Hire:</b>
<b>Address of Hirer:</b>	<b>Date of Hire:</b>
	<b>Event start time:</b>
	<b>Event finish time:</b>
Phone No.	<b>HIRE CHARGE:</b>
E mail:	<b>TOTAL HIRE CHARGE:</b> £
<b>Organisation name (if any):</b>	Deposit paid:    £
<b>Authorised Rep. of Organisation</b> <b>Person signing must be over 18 years of age</b>	Balance Due:    £ on or before event
<b>Chargeable rates: as per hire charges</b>	
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 ([martynaheather@gmail.com](mailto:martynaheather@gmail.com)), or** Cheques should be payable to " **Seagrove Pavilion Trust**" and sent to the Company Secretary at the address below



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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 adults' 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.

**I have read and understood the Hire Conditions and Health and Safety Policy as issued with this form**

Signature of Hirer \_\_\_\_\_ PRINT NAME \_\_\_\_\_

Date \_\_\_\_\_

Signature of Trustee/Representative \_\_\_\_\_ Date \_\_\_\_\_

**Please return one signed copy to Company Secretary:**

**15, Caws Avenue, Seaview, Isle of Wight PO34 5JS**