

**CLEVEDON COUNCIL HOUSE – HIRE AGREEMENT**

DATE OF HIRE .....

REF No.
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HOURS FROM: .....AM/PM... TO .....AM/PM

NAME OF ORGANISATION:.....

HIRERS/CONTACT NAME: .....

ADDRESS: .....

.....

POST CODE .....TELE NO. ....

TYPE OF EVENT/FUNCTION .....

ROOM REQUIRED:

ROOM 1 [ ] {maximum seats up to 60 including top table or 30 at tables}

ROOM 2 [ ] {maximum seats up to 40 including top table or 20 at tables}

KITCHEN: Light use {tea/coffee} [ ]  
Full Use [ ]  
{if using an outside caterer please supply full contact details}

CATERER BUSINESS NAME .....

CONTACT NAME .....

TELEPHONE No. ....

- I hereby apply for use of the premises as specified above.
- I accept responsibility for all the conditions set out in the Town Council's Conditions of Hire, a copy of which has been supplied to me.
- I undertake to pay on demand the charges assessed by the Council in accordance with the approved scale of charges for the hire of the said premises.

Signed \_\_\_\_\_ on behalf of \_\_\_\_\_

Names (in block letters) \_\_\_\_\_

The Council reserve the right to refuse any booking and to request such information from prospective hirers as is reasonable to enable them to reach a decision on any application.