

# CLEVEDON COUNCIL HOUSE – HIRE AGREEMENT

DATE OF HIRE .....

REF No.
---------

HOURS FROM: .....AM/PM... TO .....AM/PM  
*Including setting up and clearance time*

NAME OF ORGANISATION:.....

FOR CORRESPONDENCE QUERIES – HIRERS CONTACT NAME & ADDRESS: ..... POST CODE: ..... TELE NO. ....
--

FOR INVOICING PURPOSES – (If different from correspondence address): ..... POST CODE: ..... TELE NO. .... Purchase Order No/Ref .....
--

CHARITY NUMBER ..... (Please provide proof of charity status)

TYPE OF EVENT/FUNCTION .....

**ROOMS 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.

**OFFICE USE ONLY**

**Week Day**

No. Hours ..... Room Rate ..... Kitchen .... Total £ .....

**Week End**

Weekend Minimum of £55.

No. Hours ..... Room Rate ..... Kitchen .... Total £ .....