



Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ  
 Tel: 01245 321817 E-mail: [clerk@southwoodhamferrerstc.gov.uk](mailto:clerk@southwoodhamferrerstc.gov.uk)

**THIS AGREEMENT** is made on the date (1) and between **SOUTH WOODHAM FERRERS TOWN COUNCIL** (2) and the **HIRER** (3) named below whereby in considerations) of the sum(s) mentioned (5):

**A. SOUTH WOODHAM FERRERS TOWN COUNCIL** agrees to permit the Hirer to use the premises (5) for the purposes of (7) and for the periods (4 ) all described as follows:

<b>1. TODAY'S DATE:</b>
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**2. SOUTH WOODHAM FERRERS TOWN COUNCIL**

<b>3. HIRER:</b> a) Organisation or Person(s) : (Person must be over 21 years of age)
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b) Responsible Person who will be present throughout the function if different from above (Person must be over 21 years of age):
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c) Home/Business Address:
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<b>d) Contact details (A DAYTIME CONTACT NUMBER MUST BE PROVIDED)</b>
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HOME TELEPHONE NUMBER:	
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WORK TELEPHONE NUMBER:	
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MOBILE NUMBER:	
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EMAIL ADDRESS:	
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<b>4) PERIOD OF HIRING</b>
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DAY		DATE	
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TIME FROM:		TO:	
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<b>5) HALL/ROOM REQUIRED – PLEASE TICK</b>
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MAIN HALL		MULTI PURPOSE ROOM		CONFERENCE ROOM		MEETING ROOM	
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Full payment is required if the hire charge is £55 or less or when the hire is within 6 weeks of booking.			
DEPOSIT (50%, if total hire cost if more than £55) (please enclose with booking form)	£		
<b>THE DEPOSIT IS REQUIRED TO SECURE THE BOOKING WITH THE BALANCE DUE 28 DAYS PRIOR TO THE PERIOD OF HIRING</b>			
BALANCE DUE	£	DATE DUE	
KEY/DAMAGE DEPOSIT (please enclose a separate cheque with the booking form)	<b>£100 DUE NOW</b>  <i>THE KEY WILL NOT BE RELEASED WITHOUT THIS PAYMENT</i>		
PLEASE MAKE CHEQUES PAYABLE TO 'SOUTH WOODHAM FERRERS TOWN COUNCIL'			

6. ESTIMATE NUMBER ATTENDING			
7. PURPOSE OF HIRING			
a. Details of entertainment being provided			
b. Are you planning to provide inflatables inside the hall? If yes, please seek advice from the Office before booking.			Yes/No
<b>8. I AGREE THAT I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE, INCLUDING ITEM 8 – FIRE RISK.</b>			
SIGNED BY THE PERSON NAMED AT 3(b)			
ON BEHALF OF THE ORGANISATION NAME AT 3(a)			

All Agreements are valid from the date of booking commencement until the end of that same academic year unless specified otherwise in writing on this form. The financial year, for this purpose runs from 1 April to 31 March inclusive. Hirers defined as "regular users" will not be required to pay this deposit, but must pay each month's full charges two months in advance.

VAT Registration Number: 805 7645 19

The Hirer agrees that they have read all the conditions and rules and understands and agrees to abide by them and any other special conditions as set at the time of hire. If the Hirer is in any doubt as to the meaning of any of the conditions, the South Woodham Ferrers Town Council should be consulted immediately.

The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the South Woodham Ferrers Town Council's Standard Conditions of Hire.

**SPECIAL CONDITIONS**

1. All tables and chairs must be cleaned and returned to their correct locations as indicated by the plans in specific halls.
2. Bookings for young person functions up to 21 years, adequate parental and adult supervision must be assured at all times.
3. The Hirer agrees that they have read the Conditions of Hire relating to procedures in the event of the Fire Alarm sounding as the result of a fire alarm activation as laid down in Item 8 – FIRE RISK.

Office Use Only:	Invoice/Receipt No:	
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February 2015