

MARTLESHAM HEATH PAVILION

Hiring Agreement for Regular Users

Please send **TWO** completed copies of this form (**OR** if you have provided an e-mail address below, send **ONE** copy of the form) to the Booking Secretary at 25 Manor Road, Martlesham Heath, Ipswich IP5 3SX. Hire of the Pavilion is only agreed when a copy of this form has been returned to the Hirer or its acceptance has been emailed.

Name of club/group/organisation						
Purpose/activity						
Days of the week for each regular session						
Start and end times of each session						
Will you be playing music?	Live music	Recorded music	Disco			
Name of Hirer			Name of person responsible for paying invoices (if not the Hirer)			
Phone numbers:			Phone numbers:			
Daytime	Evening	Mobile	Daytime	Evening	Mobile	
Email (<i>preferred method of communication</i>)			Email (<i>invoices are normally emailed</i>)			
Full address			Full address			
Postcode			Postcode			

The Hirer requests the hire of the Martlesham Heath Pavilion for the purpose noted above and confirms that they are fully aware of the **Conditions of Hire** and will observe these Conditions.

The Key Holder's Form must be completed for every member of the club/group/organisation who holds a key for the Pavilion and this must be sent to the Booking Secretary.

Invoicing normally takes place every quarter. Booking rates are reviewed every 1st September.

Hirer's Signature Date.....

The request for hire is accepted by a representative of the Pavilion Management Committee

Signed..... Date.....