

**MARTLESHAM HEATH PAVILION
Hiring Agreement**

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, no later than 7 days prior to the proposed date of hire (together with the hiring fee and deposit). Hire of the Pavilion is only agreed when a copy of the form, or an official sales receipt is sent or e-mailed to the Hirer.

1. Name of Hirer (Block Capitals).....

2. Full Address of Hirer (Including Postcode).....

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Tel. Number (Including area code).....

e-mail address

We prefer to use e-mail whenever possible.

3. If the Hiring is for a Club/Association give name of Club/Association.....

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4. Date of Hiring..... **Time:** from.....am/pm to.....am/pm

5. Purpose of Hiring.....

Will you be using music? **Y** or **N** Live or disco?.....

6. Hiring Fee £.....All cheques to be made payable to Martlesham Heath Pavilion.

7. Deposit Payable at time of booking £50.00 **Please make out one cheque for the hiring fee and one for the deposit. The deposit cheque will be shredded depending on inspection of the premises. You will normally be notified within 7 days if there is a problem . If you wish us to return your deposit cheque, please add 50p to the hiring fee and tick the box below.**

I would like my deposit cheque returned and have added 50p to the hiring fee.

8. The Hirer requests the hire of the Martlesham Heath Pavilion for the purpose and on the date and time noted above and confirms that he/she is fully aware of the Conditions of Hiring the Pavilion and will observe these Conditions. The Hirer agrees to forward the amount of the Hiring Fee to the Booking Secretary not later than 7 days prior to the date of the Hiring **no reminder will be sent.**

9. Signature of Hirer.....(Must be the same name as in Clause 1 above).

10. The Hirer will be responsible for arranging with the Booking Secretary regarding picking up and returning the keys.

13 Accepted by a representative of the Pavilion Management Committee

Signed.....

Date.....