

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 3 Hunters Ride, Martlesham Heath, Ipswich IP5 3SQ. 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 | | | | | |
| Hiring times (i.e. allowing sufficient time to set up and clear up or over-runs before and after your activity/session times) | | Entering the Pavilion: | | Locking-up time: | |
| Will you be playing music? | Live music | Recorded music | | Disco | |
| NAME OF HIRER | | | Name of person responsible for paying invoices <i>(if not the Hirer)</i> | | |
| 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. (New hirers may be asked for a £50 deposit cheque, which will be held uncashed and then shredded after satisfactory payment of two quarterly invoices.)

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**.....