

MARTLESHAM HEATH PAVILION
Hiring Agreement for Casual Users
Via ONLINE BOOKING SYSTEM

If you have made an online booking request via the Pavilion website, please send a copy of this form to the Booking Secretary at 3 Hunters Ride, Martlesham Heath, Ipswich IP5 3SQ together with the hiring fee and deposit. *Payment is required within 7 days of requesting your booking. Your booking cannot be confirmed until payment has been received and your slot may be released to someone else if payment is delayed without prior agreement.*

1. **Name of Hirer** (Block Capitals).....
2. **Surname on cheques if different to Hirer's name** (Block Capitals)
3. **Date of Hiring**..... **Time:** from.....am/pm to.....am/pm
 (PLEASE ENSURE YOU BOOK ENOUGH TIME TO SET UP AND CLEAR AWAY AT BEFORE AND AFTER YOUR ACTIVITY)
4. **Purpose of hiring**.....

Please provide further details if you wish to do any of the following:

Use of sound system/projector required	
Playing music (include information about the music source)	
Serve alcohol (quantity to be served and whether sold or free)	

Please make out TWO CHEQUES - one for the hiring fee and one for £50 deposit, both payable to Martlesham Heath Pavilion.

5. **Hiring Fee cheque** £ + £1 if deposit cheque to be returned (please allow 3 weeks for return)
6. **Deposit cheque £50.00** Please tick for return of deposit cheque

You will normally be notified within 7 days if there is a problem which would require retention of any part of your deposit. Please see website for more details.

I ACCEPT AND WILL ABIDE BY THE PAVILION'S CONDITIONS OF HIRE (available on the website)

7. **SIGNED**.....(Must be the same name as in 1. above).
8. **The Hirer** is responsible for arranging, with the Booking Secretary, to collect and return the keys.