

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

The Pavilion's insurance policy covers Hirers' Liability under certain circumstances. Before deciding if this cover could apply to you, please study the two documents below. Links to these can be found on the Pavilion's website (<http://martlesham.org.uk/pavilion/>) under Hirers' Responsibilities/Insurance Issues:

- **Hirers' Summary of Cover**
- **Hirers' Public Liability Extension Endorsement**

If you wish to make use of this insurance, please tick here and include £1 with your Hiring Fee below
(Please note that it is up to you to decide if your activity can be covered by the insurance offered. Acceptance of your £1 does not mean we have checked that your group/activity is eligible under the terms of this policy.)

Please make out TWO CHEQUES: one for the hiring fee plus any extras as shown, and one for the £50 deposit, both payable to Martlesham Heath Pavilion. If you wish to pay by BACS, please ask for the Pavilion's bank details.

5. **Hiring Fee cheque** £ + £1 if deposit cheque to be returned + £1 for Hirers' Liability Insurance

6. **Deposit cheque £50.00** Please tick here and add £1 to hiring fee cheque 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. Please allow up to 3 weeks for return of cheque.

I ACCEPT AND WILL ABIDE BY THE PAVILION'S CONDITIONS OF HIRE (available on the website). Signing this Hiring Agreement also indicates your agreement to the Pavilion's privacy policy and CCTV monitoring policy (see 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.