

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

Please send a copy of this form to the Booking Secretary at 3 Hunters Ride, Martlesham Heath, Ipswich IP5 3SQ.  
(This form is also available in Word format on the website for completing electronically, which can then be emailed to [bookingsecmhp@gmail.com](mailto:bookingsecmhp@gmail.com).)

**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. **Contact details**.....

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 also include details if you are planning to play music or any other special request**  
(Please note that the Pavilion's lease does not permit the storage, sale or supply of alcohol on the premises.  
Permissible activities for hiring the Pavilion are explained on the Pavilion website – see below.)

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5. **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 website 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.)

**Payment by BACS preferred – please ask the Booking Secretary for the Pavilion's bank details. Please include hirer's surname and date of hire in reference field if possible.**

**Alternatively, 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.**

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

7. **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 COMPLY WITH the Pavilion's Conditions of Hire, including the latest Covid Special Conditions and Covid Risk Assessment. Signing this Hiring Agreement also indicates your agreement to the Pavilion's privacy policy and CCTV monitoring policy. N.B. ALL DOCUMENTS AND INFORMATION REFERRED TO ABOVE CAN BE VIEWED ON THE [PAVILION WEBSITE at https://martlesham.org.uk/pavilion/](https://martlesham.org.uk/pavilion/).

8. **SIGNED**.....(Must be the same name as in 1. above).

**NOTE:** The Hirer is responsible for arranging to collect and return the keys from/to the Booking Secretary.