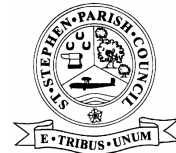


# ST STEPHEN PARISH COUNCIL

## GROUNDS HIRE AGREEMENT



INVOICE NO: \_\_\_\_\_

THIS AGREEMENT is made on the DATE (1) between ST STEPHEN PARISH COUNCIL (2) and the HIRER (3) named below in consideration of the FEE(S) mentioned (4):

**A. ST STEPHEN PARISH COUNCIL** agrees to permit the HIRER to use the GROUNDS (6) for the PURPOSE (7) and PERIOD(S) (8) all described below, viz:-

1. DATE OF THE AGREEMENT: \_\_\_\_\_

2. ST STEPHEN PARISH COUNCIL:

Address: The Clerk, St Stephen Parish Centre, Station Road, Bricket Wood, St Albans, Herts, AL2 3PJ

Telephone: 01923 681443

3. HIRER:

(a) Organisation: \_\_\_\_\_

(b) Authorised representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

4. HIRING FEE: £ \_\_\_\_\_ Payable in full 14 working days before the event

5. PURPOSE OF HIRING: \_\_\_\_\_

\_\_\_\_\_

6. AREA HIRED: \_\_\_\_\_

7. EXPECTED NUMBERS: \_\_\_\_\_

8. PARKING REQUIREMENTS: \_\_\_\_\_

9. OTHER REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_

10. PERIOD OF HIRING: DATE \_\_\_\_\_ START : \_\_\_\_\_ END: \_\_\_\_\_

*MUST* include set up/set down time

**B. THE HIRER** agrees with St Stephen Parish Council to observe and perform the provisions and stipulations contained or referred to in the 'Basic Conditions and Obligations of Hirers' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed.

See attached sheet for basic conditions.

**SCHEDULE OF ANY SPECIAL CONDITIONS:** (Agreed at time of signing)

A) Hirer to set up/set down as required.

B) Hirer to provide a copy of their **Public Liability Insurance** 14 working days prior to the booking.

C) Hirer to provide a copy of their **Risk Assessment** for this activity 14 working days prior to the booking

D) \_\_\_\_\_

AS WITNESS the hands of the parties hereto:

Signed on behalf of St Stephen Parish Council: \_\_\_\_\_

Signed by the person named at 3(b) above on behalf of 3(a) above: \_\_\_\_\_

**THIS IS AN INVOICE. PLEASE PRESENT WHEN MAKING THE FINAL PAYMENT.**

**CHEQUES ONLY payable to: ST STEPHEN PARISH COUNCIL**

VAT Reg. No: 630 1563 81