

# ST STEPHEN PARISH CENTRE

STATION ROAD BRICKET WOOD ST ALBANS HERTS AL2 3PJ

## FUNCTION HIRE AGREEMENT



HIRE AGREEMENT FORM 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 PREMISES (6) for the PURPOSE (7) and PERIOD(S) (8) all described below, viz:-

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

2. CENTRE MANAGEMENT:

Authorised representative:  
Address:

Mrs Gill Rix, Centres Manager,  
c/o Greenwood Park Community Centre, Tippendell Lane, Chiswell Green,  
St Albans, Herts AL2 3HW  
01727 874867 bookings@ststephenparishcouncil.gov.uk

Telephone & Email:

3. HIRER:

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

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

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

Telephone: \_\_\_\_\_

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

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

4. HIRING FEE: £ \_\_\_\_\_

LESS DEPOSIT: £ \_\_\_\_\_ The deposit is to be paid on signing this form

BALANCE: £ \_\_\_\_\_ Payable 14 working days before the event for which the hall is hired

5. SPECIAL RETURNABLE DEPOSIT: £ \_\_\_\_\_

6. PREMISES: (Areas hired)

\_\_\_\_\_  
\_\_\_\_\_

7. PURPOSE OF HIRING:

\_\_\_\_\_

8. 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 remove all food/decorations/rubbish from the Centre.
- C) Blue Tac only to be placed on the walls - no tape or pins.
- D) The use of confetti, coloured party poppers or streamers is prohibited.
- E) A copy of your Public Liability insurance, Child Protection Policy and other licences to be provided.
- F) \_\_\_\_\_

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