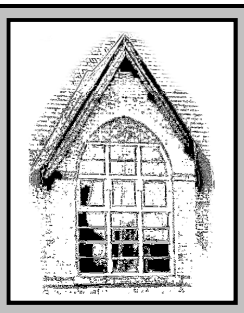
The Old School Hiring Agreement



Parties

Cropwell Bishop Parish Council

Hirer

Date(s) Required

Day(s)	Month	Year
Time required	From	To

Hirer Details

Name

Organisation

Address

Contact Telephone Number

Email

Hire Fee

The Hirer shall pay 50% of the cost of the booking. The balance of the booking fee being payable on or before the conclusion of the event for which the premises are hired. Where applicable, any bond received shall be refunded within 14 days of the period of hire provided that no damage, loss or complaint has occurred.

Total Booking Fee _____ **Deposit** _____ **Balance Amount** _____ **Bond** _____

Premises		yes/no
Main Hall	(Occupancy 60)	
Meeting Room	(Occupancy 30)	
Upper Floor	(Occupancy 50)	
Kitchen		

Equipment Required	yes/no
Digital Projector & Screen	
TV and DVD	
Flipchart & Easle	
Hi Fi	

Other	yes/no
Will alcohol be available at your event?	
Will food be provided at your event?	
Will any licensable activity take place?	

Additional Requirements/Comments/Preparation

It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence, Performing Rights Licence, Operating Schedule or that the Parish Council deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded in writing between the Parish Council and the Hirer.

Hirers Signature & Dated

Cropwell Bishop Parish Council

QUALITY PARISH COUNCIL

The Old School
Fern Road, Cropwell Bishop
Nottingham, NG12 3BU
Tel: 0115 989 4656 Email: cbparishclerk@aol.com
Website: www.cropwellbishop.com