

Room Hiring Agreement

This Agreement is made on the day of between the **Plawsworth and Kimblesworth Community Association** herein after called the Association and the Hirer named below, whereby in consideration of the sum(s) mentioned in paragraph 5 below:

A. **The Association** agreed to permit the Hirer to use part of the premises designated in paragraph 3 for the purposes, periods and at the fee described below, namely:

1. Purpose of Hiring
2. Period of Hiring - Date(s).....
 - Hour(s).....
 - Week(s).....
3. Description of Room(s)*
4. Hiring Fee £..... (to be paid within 15 days of receipt of invoice)
 Due date**
5. The Association's authorised officer:
 - Signed
 - Name
 - Position

B. **The Hirer** agrees to observe and perform the provisions and stipulations contained or referred to in the **General Rules Governing the use of Plawsworth and Kimblesworth Community Centre** for the time being in force and stipulations specified on this form, which includes a policy that **groups should leave the rooms/facilities clean and tidy.**

6. Name of Hirer
7. Contact Name
8. Description of group hiring the Centre (if applicable)

9. Contact Address
-
-
-
-
10. Contact email
11. Contact telephone

[Regular Users] We would like to help publicise your group's activities online or in our literature.

I give my consent for the Association to include my group in its publicity. (Tick box)

* Rooms available for hire: Main Hall, Canteen, Long Room, Conference Room, Committee Room
 ** Our current policy is that occasional hirers and groups hiring for the first time pay up-front. Regular users may be billed retrospectively on a monthly basis.

All forms to be returned to:
 The Secretary,
 Plawsworth and Kimblesworth CA
 Front Street
 Nettlesworth
 Chester-le-Street DH2 3PN