



BITTON PARISH COUNCIL

www.bittonparishcouncil.co.uk

Clerk: Mrs K Fry

48 Willis Road, Kingswood

BRISTOL BS15 4SS

Tel: 01454 868102

Email: clerk@bittonparishcouncil.gov.uk

Hire Agreement

Please ensure you have read and understood the guidance notes in the full document. Bitton Parish Council wish to make hirers aware that on signing the agreement they enter into a contract that could be used in evidence should legal action become necessary.

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, Bitton Parish Council agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. This Hiring Agreement includes the annexed Standard Conditions of Hire set out in the attached Schedule.

1.1 Date(s) required:

Day(s)			Month	
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Time required (hours)		From	
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	Preparation	
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1.2 Hirer:

(a)	Name	
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(b)	Organisation	
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(c)	Name of Organisation's Authorised Representative	
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	Address	
	Telephone Numbers & email	

1.3	Hire Fee	£
	Deposit	£

The Hirer shall pay as deposit of £20.00 at the time of booking. The balance of the booking fee being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid when the agreement is signed and is non-refundable).

Balance	£
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1.5 Premises

Whole of hall	
If part of hall, please specify	
Storage of equipment	

1.6 Purpose/description of hiring:

Will tickets be sold for your event? Yes/No

1.7 Is food to be provided at the event? Yes/No

Conditions of Hire

All breakages must be paid for.

The hall must be left in a clean and tidy order, all tables and chairs to be put away and the toilets to be left in a clean condition.

If you have used the kitchen, please leave as you found it and ensure crockery is washed and put away if used.

All rubbish to be taken away with you.

Please ensure only white tac is used on walls for party banners, balloons etc and these are removed upon completion of your booking.

Please ensure all doors and windows are closed and ensure the alarm is set if you are a regular user and hold a key.

If you are planning on hiring an entertainment company for your party, we must receive a copy of their Public Liability Certificate before the party. In failing to supply this we will not be able to let them entrance into the hall. These can be emailed to heather.tatton.ht@googlemail.com

Please be respectful to our surrounding neighbours when hiring the hall on entering and exiting.

Signature:

Name:

Date:

COMMUNITY BUILDING CONTACT NUMBERS: -

Heather: 07884 141717
Caroline: 07946 201923