# WOODHOUSE COMMUNITY CENTRE

# HIRING AGREEMENT

This agreement is made between the hirer and Normanton Town Council.

Normanton Town Council agrees to permit the hirer to use the Woodhouse Community Centre for the purposes, dates and times set out below.

Hirer Contact Details

Please complete each section.

|  |  |
| --- | --- |
| Hirer Name |       |
| Organisation |       |
| Address |       |
| Postcode |       |
| Telephone |       |
| Email |       |

Booking Details

Please complete each section

|  |  |
| --- | --- |
| Purpose of Hiring |       |
| Date |       |
| Start Time |       |
| Finish Time |       |

Regular Bookings

Please indicate if you require a regular booking

[ ] Weekly

[ ] Monthly

Hiring Fees

|  |  |
| --- | --- |
| **Total Full Hours Booked**Hire is charged by the full hour  |       |
| **Hiring Rate** | £      |
| **Total Cost** | £      |

Confirmation of Terms and Conditions

[ ]  I confirm that I have read and understood the Conditions of Hire and agree to observe these conditions and any other official notices in the Community Centre.

[ ]  I confirm that I understand the cancellation terms and conditions and understand that it is the hirers responsibility to cancel any bookings that are not required, in advance of the booking, and by no later than 12.00pm on the last working day before the booking.

[ ]  I agree that I have read and understand Normanton Town Councils Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me. I have the right to request modification on the information that you keep on record. I have the right to withdraw my consent and request that I am removed from your database.

Signed on behalf of the hirer:

Date:

Where to send your completed form

Please return your completed Hiring Agreement to:

Normanton Town Council,

Town Hall, High Street,

Normanton

WF6 2DZ

or by email to: enquiries@normantontowncouncil.co.uk