

HIRING AGREEMENT



This Agreement is made between The Glendale Gateway Trust (GGT) at the Cheviot Centre and the person or organisation named in Hirer.

AGREED as follows:

In consideration of the hire fee described in hire fee, GGT agrees to permit the Hirer to use the room described 1.4 for the purpose described in 1.5 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.5 below and the answers to the question in sub-clause 1.6 & 1.7 are terms of this agreement.

1.1 Date(s) required		Reoccurring booking Yes/No	Number of weeks
Start time		Finish time	Preparation time & clear down time
GGT Authorised Representative			
GGT Contact telephone number		01668 282406	
1.2 Hirer:	Name:		
	Organisation:		
	Name of organisation's Authorised Representative:		
Address:			
Contact telephone number			
Email address			

1.3 Hire Fee:	Please circle	Corporate £17.50	Charity £10.00
	Set up/clear down	There is no assistance for take down for hires that conclude after 5pm, however if hirer has requested this, leave the trolley in situ.	£10
Invoice to be sent to	Email address		
1.4 Room	Cheviot Hall	Yes/No	Tom Sale Hall
	Board Room	Yes/No	Kitchen
	Other room (please state)		
1.5 Purpose/description of hiring			

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This will be a public/private event?
1.6a Do you require tea/coffee for your event? We can supply for £1.50 each
1.6b Is food (other than biscuits/cakes) being provided by you at this event?
1.7 Is any equipment needed to be supplied by GGT? Please state equipment needed

Please tick Yes or No

1.8 If your event involves children or vulnerable adults, you must provide a copy of your safeguarding policy. Please confirm whether this applies (Yes/No).	
Yes	No
1.9 Public Liability Insurance (PLI) and a Risk Assessment are required for commercial hirers, large events, public events or groups providing physical activities, special equipment, high-risk groups or contractors/performers. Please confirm if this applies (YES/NO)	
Yes	No

Note from GGT: If you require any reasonable adjustments to be made to facilitate your booking, please ensure you let us know prior to your arrival. If you have any questions regarding accessibility, please contact us to discuss.

Declaration: I accept full responsibility and liability for this booking and subsequent room hire. I ensure I/we have read and will fully comply with GGT Room Terms & Conditions and that I/we will follow all instructions relating to this booking from GGT staff at all times.

Signed by on behalf of GGT:	
Signed by on behalf of the organisation named at 1.2 above:	

Please note:

- **Please leave the room as you find it.**
- **Information provided by you on this form will not be shared with any other parties.**
- **Incomplete forms will be returned for completion before a hire will be accepted.**