# Hirer :

Contact name: Email address:

Job role & Organisation: Telephone:

Hirer’s Insurance and PPL Policy Numbers:

Reference or PO number for invoicing:

# Details of Hiring for All Regular Hirers:

Day: Time & duration:

Recurring event: Y/N

Alcohol and bar application form: Y/N

Please note. the Youth Hall does not have a licence to serve alcohol. If selling or supplying alcohol, you must complete an application and provide a copy of your relevant licence.

# Purpose of Hire and Special Conditions:

Purpose:

Please note the hiring purpose, e.g. party, Pilates class, bridge club, etc., together with any special conditions, such as regular bookings, etc., before the agreement is signed.

# Fees:

Session fee agreed:

Deposit agreed:

Additional charges:

The core hiring charge covers electricity, heating and use of basic kitchen facilities [e.g. use of worktops, sink area, kettles, basic utensils, and crockery]. An extra £20 is charged for use of the cooker and cookware and must be booked in advance. Deposits are charged for the use of table tennis/pool equipment, etc. All hirers must leave the Youth Hall in a neat, tidy and clean condition. As per the T&Cs, additional fees may be charged if cleaning or repairs are required.

# Agreement

I/We have read and accept the Standard Terms and Conditions of Hire. I confirm that, if required, I have Public Liability and/or PPL insurance for the period of hire and have provided a copy of either or both.

#### ………………………………………..………………………………………………….…

Name and Signature of Hirer Date

#### ………………………………………..………………………………………………….…

Signed on behalf of the LMYH committee Date