

PORLOCK PARISH COUNCIL COMMUNITY ROOM HIRE AGREEMENT



1. Hirer Details

Name of Hirer:

Organisation (if applicable):

Address:

Contact Number:

Email Address:

2. Booking Details

Date of Hire:

Times of Hire (please tick below):

08:00 – 12:30	
12:30 – 17:00	
17:00 – 22:00	
08:00 – 22:00	

If you require alternative times or multiple dates, please contact Porlock Parish Council to discuss on 01643 863350.

Purpose of Hire:

Expected Number of Attendees:

Any equipment required e.g. Projector, Projector Screen:

3. Hire Charges

Local Community Use / Benefit (non-chargeable activity)	Donation
Local Business/Community Use (chargeable activity)	£20 Half Day/£40 Full Day
Non-Local Business Activity	£35 Half Day/£70 Full Day

(An example of a non-chargeable activity would be a free toddler and baby group. An example of a chargeable activity would be an exercise class that you have to pay to attend.)

Total Amount Payable: £.....

4. Terms and Conditions

- **Use of Premises:** The room shall only be used for the purpose stated above.
- **Supervision:** The Hirer is responsible for the supervision and conduct of attendees.
- **Damage & Cleanliness:** The Hirer shall leave the premises clean and tidy and report any damage. Costs for repairs or extra cleaning may be charged.
- **Licensing:** If the event involves any licensable activities, the Hirer must obtain the necessary permissions themselves. The sale of alcohol is not permitted on the premises.
- **Health & Safety:** The Hirer must comply with all health and safety regulations, including fire safety procedures.
- **Security:** The Hirer must comply with the Community Room User Information in relation to the end of hire and securing the property.
- **Cancellation Policy:** Cancellations must be made at least 24 hours in advance. Late cancellations may incur a fee.
- **Council's Rights:** Porlock Parish Council reserves the right to refuse or cancel bookings at its discretion.
- **Payment:** Payment to be made at the time of booking either via bank transfer, cash or cheque.

5. Declaration

I have read and agree to abide by the terms and conditions outlined above.

Signature of Hirer: _____ Date: _____

Signature on behalf of PPC: _____ Date: _____