

HIRE AGREEMENT

Hirer details

Hirer name/contact name	
Name of organisation (if applicable):	
Email address	
Hirer phone number(s)	
Hirer address (home address, or organisation address)	

About your event/activity

Description of event/class/activity	
One-off bookings: EVENT DATE	
Repeat bookings: DAY, FREQUENCY & START DATE:	
Hire period: arrival time	
Hire period: vacate time	
Hired area (s)	
Is this event/activity open to the public?	Yes / No
Details of equipment needed (eg tables, chairs) and any special requirements (eg assistance with setting up)	

Storage requirements (Regular Hirers only):

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Payment details

Cost of hire:	Payment schedule:

Please pay by bank transfer if possible (otherwise, a cheque made out to Citizens House is acceptable; cash payment by special arrangement only). For one-off bookings payment is required at least two weeks before your hire. For repeat bookings we'll invoice every month.

Bank: **Lloyds**

Account number: **01860358**

Sort code: **30-98-04**

Payment reference: **please use the Invoice Number**

HIRE AGREEMENT DECLARATION

- I have read the Citizens House **Conditions of Hire**, I understand them, and agree to abide by them.
- I have read the Citizens House **Special Conditions of Hire** relating to COVID-19 safety, I understand them, and agree to abide by them.
- I agree to be responsible for the hire fees and any other charges payable.
- I will refer to the Citizens House **Hirer Handbook** as needed
- I confirm that I, and any others involved in the provision of the service/activity/event for which I am hiring Citizens House, have the necessary insurances, qualifications and checks.

Hirer signature:

Date:

Signature on behalf of Citizens House:

Print name:

Date:

If you have any questions regarding your booking, Conditions of Hire, or payment please contact us:

01207 297243

bookings@citizenshouseconsett.org.uk

Citizens House **Conditions of Hire** and **Hirer Handbook** are on the website www.citizenshouseconsett.org.uk. Printed copies are available on request and there are also printed copies for reference at Citizens House.