LITTLEHAMPTON GIRLGUIDING CENTRE HIRE AGREEMENT

This agreement is made between the LITTLEHAMPTON GIRLGUIDING CENTRE MANAGEMENT COMMITTEE hereinafter called the MANAGEMENT and the HIRER, hereinafter called the HIRER.

A. THE MANAGEMENT agrees to permit the HIRER to use the premises in accordance with the information described in 1 to 7 below:

1. Date of Agreement: ……

2. Authorised MANAGEMENT representative Paul Haymes (Tel: 07788 804580)

3. HIRER:

Organisation Name:			
Authorised representative:			
Name		Tel:	
Address			
		Postcode:	

4. Purpose of use: …….

5. Period of hiring: Please tick all rooms and sessions required

Please tick all rooms and sessions required	Session 1 09:00 to 12:30	Session 2 12:30 to 16:00	Session 3 19:00 to 22:30	Session 4 16:00 to 22:30 (weekends only)
Large Hall				
Small Hall				
Corbett Room				
Kitchen				

Pack Holidays and Overnight Stays:					
Arrival date	Departure date	No of occupants			
		Over 18		Under 18	

6. Charges:

Deposit	£	Payable immediately	
Remaining Charge	£	Payable by:	

7. The following maximum occupancy capacities must not be exceeded:
Main hall: 100 **Corbett room: 40**

B. The HIRER agrees to abide by the attached Littlehampton Girlguiding Centre Conditions of Use (an understanding of which the HIRER acknowledges), together with any special conditions appended to this agreement.

Signed on behalf of THE MANAGEMENT:		Date:	
Print name:		Position:	
Signed on behalf of THE HIRER:		Date:	
Print name:		Position:	