

MARTLESHAM HEATH PAVILION
Hiring Agreement for Casual Users
Via ONLINE BOOKING SYSTEM

Please send a copy of this form to the Booking Secretary at 3 Hunters Ride, Martlesham Heath, Ipswich IP5 3SQ.
(This form is also available in Word format on the website for completing electronically, which can then be emailed to bookingsecmhp@gmail.com.)

Payment is required within 7 days of requesting your booking. NB. Your booking cannot be confirmed until payment has been received. Your slot may be released if payment is delayed without prior agreement.

1. **Name of Hirer** (Block Capitals).....
2. **Contact details**.....
3. **Date of Hiring**..... **Time:** from.....am/pm to.....am/pm
(Please ensure you book enough time to set up and clear away before and after your main activity/event)
4. **Maximum number of people attending:** (max allowed in hall: seated 60 OR standing 100)
5. **Purpose of hiring: please include details if you are planning to play music or any other special request**
(Please note that the Pavilion's lease does not permit the storage, sale or supply of alcohol on the premises. Permissible and excluded activities in the Pavilion are explained on the Pavilion website – see below.)
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6. **The Pavilion's insurance policy covers Hirers' Liability under certain circumstances and in line with our hiring conditions.** Before deciding if this cover could apply to you, please study the two documents below. Links can be found on the Pavilion website under Hirers' Responsibilities/Insurance Issues:
 - **Hirers' Summary of Cover**
 - **Hirers' Public Liability Extension Endorsement**

If you wish to make use of this insurance, please tick here and include £1 with your Hiring Fee below
(Please note that it is up to you to decide if your activity can be covered by the insurance offered. Acceptance of your £1 does not mean we have checked that your group/activity is eligible under the terms of this policy.)

Payment by BACS preferred – please ask the Booking Secretary for the Pavilion's bank details. Please include hirer's surname and date of hire in reference field.

Alternatively, please make out TWO CHEQUES: one for the hiring fee plus any extras as shown, and one for the £50 deposit, both payable to Martlesham Heath Pavilion.

7. **Hiring Fee cheque £** + £1 if deposit cheque to be returned + £1 for Hirers' Liability Insurance
8. **Deposit cheque £50.00** Please add £1 to hiring fee cheque and tick here for return of deposit cheque
You will normally be notified within 7 days if there is a problem which would require retention of any part of your deposit. Please see website for more details. Please allow up to 3 weeks for return of cheque.

I ACCEPT AND WILL COMPLY WITH the Pavilion's CONDITIONS OF HIRE. Signing this Hiring Agreement also indicates your agreement to the Pavilion's privacy policy and CCTV monitoring policy. **N.B. PLEASE SEE HIRING CONDITIONS AND OTHER INFORMATION ON THE PAVILION WEBSITE at www.martlesham.org.uk/pavilion or request copies.**

9. **SIGNED**.....(Must be the same name as in 1. above).

NOTE: The Hirer is responsible for arranging to collect and return the key fob and keys from/to the Booking Secretary.