

ARK HIRE AGREEMENT

The hirer should ensure that they have read and understood the attached Users' Guide and Special Conditions of Hire, BEFORE filling in the details below.

Name of hirer (Individual).....

Name of organisation (if applicable).....

Organisation's authorised representative.....

Address

Telephone (home).....(work).....

E mail address.....

(Person signing must be 18 years of age or above).

Occasional Users Only

I request the hire of the Ark on.....(Date)

From..... Until.....

Length of time must allow for preparation and clearing up.

Hiring Fee (payable on booking).....

Regular Users Only

I request the hire of the Ark for the Autumn/Spring/Summer term. (Delete as appropriate).

Days of the week required.....

Times required.....

(Including preparation and clearing up)

Do you wish to continue during school holidays? Yes/No

Hiring Fee

Deposit (at least one third of the balance for each school term).....

To be paid on booking.

Balance.....

To be paid on or before the conclusion of that term.

Storage Fee.....
Charged at an extra £1 per hour of usage.

Both occasional and Regular Users

Purpose of hiring.....

Is alcohol to be provided at the event? Yes/No
(If yes, written permission from the committee needs to be sought).
NB: The SALE of alcohol is strictly prohibited.

Commercial /Semi-Commercial/Community Use (Please delete as necessary)
Premises : Left Room/Right Room/Whole of Ark

Approximate number of people expected at the event.....

All cheques should be made payable to CHURCHES TOGETHER IN
CAMBOURNE. Thank you.

I declare that I have read and understood the Users' Guide and Special Conditions
of Hire, and agree that they shall form part of the terms of this agreement.

I also declare that the information I have given in this agreement is correct to the
best of my knowledge and I acknowledge that any misstatement or
misrepresentation will invalidate the agreement.

..... Date.....
Signed by the individual named overleaf.

The committee agrees to permit the Hirer named overleaf to use the premises on the
dates detailed, on the understanding that all the special conditions are adhered to at
all times.

.....Date.....
Signed on behalf of the Ark Management Committee by:

Name.....

Address.....

TelephoneE mail.....