

# Catholic Community of East Nottingham

Parishes of St Augustine, Our Lady & St Edward, Sacred Heart

Sacred Heart Church, 91 Carlton Hill, Carlton, Nottingham NG4 1FP

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## HIRE OF PREMISES AGREEMENT FOR THE PARISH HALL OF SACRED HEART, CARLTON, NOTTINGHAM NG4 1FP

Name of Person/Organisation ..... (the "Hirer")

Name, address and for the person responsible for the hiring: .....

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.....Tel: .....

Email address:.....

1. Purpose of Hire .....

2. Hire Date(s) required .....

Time of event: ..... to ..... 30 minutes will be allowed to set up beforehand and tidy up afterwards free of charge – not to be included in time of event.

3. Description of accommodation and facilities to be hired 'Premises' (Main Hall/Meeting Room/Kitchen):

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4. Special arrangements agreed:

.....

I request the hire of the Premises on the date(s) and times and for the purpose set out above.

Declaration on behalf of the Hirer:

I have read and agree to observe and perform the provisions of this Hire Agreement, including the terms and conditions set out in the 'Conditions of Hire'. I am over 18 years of age and duly authorised to enter into this Agreement on behalf of the Hirer.

Signed by Hirer..... Date .....

Print name .....

The Parish Priest permits the Hirer to use the Premises as set out above subject to the terms and conditions contained in the 'Conditions of Hire' attached. The Hire Agreement will not be binding until accepted and signed by the Parish Priest. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

Signed by Parish Priest ..... Date .....

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For Office use: Amount payable £..... Invoice requested Y/N Date sent.....Date paid.....