Necton Community Centre

13 Tun's Road, Necton, Norfolk. PE37 8EH
nectonparishcouncil@gmail.com Tel: 01760 721665

PLEASE READ THE ATTACHED CONDITIONS OF HIRE BEFORE SIGNING THIS FORM.

Necton Parish Council permits the hirer to use the premises for the purpose shown on this Hire Agreement, subject to the hirer agreeing to abide by the Conditions of Hire.

Name of Hirer	**Address**

Contact number:	

Booking date(s)	**Purpose of hire:**
Times required From: To: Special conditions:	Private Party – Adult / Disco / Christening / Meeting / Public Event / Commercial / Social Group / Sunday's Children's Party up to age 12 / other – specify:

Whole complex	Main hall	Meeting room	Playing field

Will there be music? Yes / No Will alcohol be provided? Yes / No

Will alcohol be on sale? Yes / No

If alcohol is on sale, you will require a licence, which must be on display for inspection by police. Your bar provider may arrange for this licence on your behalf.

Hire Fee:

£_____ 50% required at booking. Remainder required 14 days prior to hire.

Damage deposit:

£_____ required 14 days prior to hiring. All damage must be reported to the Clerk. Damage deposit will be returned less any deduction for damaged to the premises or loss of equipment, within 14 days.

Hire Agreement: I, the hirer, have received, read, understand and will comply with the Conditions of Hire and will observe any special conditions as noted. I am aware that there is no available land line phone on the premises and will ensure that there are at least 2 responsible persons at the event with mobile phones for use in an emergency.

Signed_____ I am over 18 years of age. Date_____

Booking accepted by_____ Date_____

Paid_____ Date_____

To pay_____ By_____

Invoice required: Yes/No. Payment on receipt of invoice Yes/No