AGREEMENT TO HIRE THE MORRELL ROOM AT STREATLEY

(Registered Charity number 300209)

WiFi PASSWORD: 4C94110009

This Hire Agreement is made on:	**Date:**
Between the Morrell Room Management Committee ("The Committee") and those wishing to hire the Morrell Room ("the Hirer")	**Purpose of Hire:**
HIRE DETAILS:	
Date of hire: (dd/mm/yr)	
Time of hire:	from: am/pm to: am/pm
Hire rate of Hall (including use of tables, chairs & overhead projector)	
Total hours of hire:	
HIRE COSTS:	
Hire of Hall - hours x £10.50	**£**
Hire of kitchen (incl use of crockery) : £15 one-off fee	**£**
Hire of staging - price on application	**£**
TOTAL HIRE COST	**£**
Note: Charges for breakages/losses	£2 per crockery item ; £1 per cutlery item

IT IS AGREED as follows:

In consideration of the hire fee & the confirmations listed below, The Committee agrees to permit the Hirer to use the premises for the purpose and the period(s) described above.

By completing this Agreement the Hirer confirms to The Committee that:

(1) they have read & acted upon the Morrell Room Risk Assessment for Hirers as displayed on this site

(2) they have familiarised themselves with the Layout Plan as displayed on this site , identifying exits , the location of fire extinguishers & the first aid box

(3) they have read & are aware of the Emergency Fire Procedures as displayed on this site

(4) they have read & have agreed to abide by the Terms & Conditions of Hire as displayed on this site

HIRER'S SIGNATURE:	
PRINT FULL NAME:	
HIRER ADDRESS AND POSTCODE:	
Authorised representative on behalf of	
(which organisation if appropriate)	
e-mail address	
Telephone number	
Date: dd/mm/yr	

ON COMPLETION: Please sign this Agreement & either email or otherwise deliver to:

The Caretaker, Morrell Room Cottage, Church Lane, Streatley, RG8 9HT

e-mail address: morrellroom@streatley.org **Telephone: 01491 873855**

Your booking request will be confirmed by an email from the Hall Caretaker

PAYMENT:

Hirers will be invoiced after hire.

This Agreement serves as the invoice for the hire of the Morrell Room as detailed above.

Data Protection & Disclaimers

The personal information you have supplied in this document is not stored electronically & is used solely in connection with this Hire Agreement. It will not be made available to third parties.

The Morrell Committee cannot accept responsibility for damage to personal computers relating to usage of the overhead projector.