

## AGREEMENT TO HIRE THE MORRELL ROOM AT STREATLEY

(Registered Charity number 300209)

<b>This Hire Agreement is made on:</b>	<b>Date:</b>
<b>Between the Morrell Room Management Committee</b> <b>("The Committee") and those wishing to hire</b> <b>the Morrell Room ("the Hirer")</b>	<b>Purpose of Hire:</b>
<b>HIRE DETAILS:</b>	
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)	<b>£12.00 per hour</b>
Total hours of hire:	
<b>HIRE COSTS:</b>	
Hire of Hall - hours x £12.00	£
Hire of kitchen (incl use of crockery) : <b>£15</b>	£
Hire of staging - price on application	£
<b>TOTAL HIRE COST</b>	£
Less: any deposit paid	£
<b>BALANCE TO PAY</b>	£
<b>Note:</b> Charges for breakages/losses	£2 per crockery item ; £1 per cutlery item
<b>IT IS AGREED as follows:</b>	
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 the Morrell Room website <a href="https://www.morrellroom.org">https://www.morrellroom.org</a>	
(2) they have familiarised themselves with the Layout Plan as displayed on the Morrell Room website , 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 the Morrell Room website.	
(4) they have read & have agreed to abide by the Terms & Conditions of Hire as displayed on the Morrell Room website	
<b>HIRER'S SIGNATURE:</b>	
<b>PRINT FULL NAME:</b>	
<b>HIRER ADDRESS AND POSTCODE:</b>	
Authorised representative on behalf of	
(which organisation if appropriate)	
e-mail address	
Telephone number	
Date:                                      dd/mm/yr	
<b>ON COMPLETION:</b> Please sign this Agreement & either email or otherwise deliver to:	
The Caretaker, Morrell Room Cottage, Church Lane, Streatley, RG8 9HT	
e-mail address: <a href="mailto:info@morrellroom.org">info@morrellroom.org</a>	Telephone: 01491 873855
Your booking request will be confirmed by an email from the Hall Caretaker	
<b>PAYMENT:</b>	
Hirers will be invoiced following the period of hire.	
<b><u>Data Protection &amp; Disclaimers</u></b>	
<i>The personal information you have supplied in this document is not stored electronically &amp; is used solely in connection with this Hire Agreement. It will not be made available to third parties.</i>	
<i>The Morrell Committee cannot accept responsibility for damage to personal computers relating to usage of the overhead projector.</i>	