

FROGMORE VILLAGE COMMUNITY ASSOCIATION



FROGMORE VILLAGE HALL HIRE AGREEMENT

Please complete this form and return to: Kelley Kirklin,
Birchwood, Frogmore, TQ7 2NR
Email: frogmore.village@gmail.com

I /We agree to hire the hall
(tick as appropriate)

Once

Daily

Weekly

Monthly

Date:

Start time:

End time:

Please note that hirer's preparation time prior to the start of an event and clear up time afterwards must be allowed for when booking the time required.

Purpose of hire /activity

Hire Charge at £9 per hour (plus £4 per hour for use of kitchen if required): £

Terms of payment: Payment will be required at the time of reservation for individual bookings. A refundable security deposit of £100 will be required for all one-off bookings. Regular users will be charged at the time of hiring or, by agreement with FVCA, by monthly invoice.

Preferred payment methods: Please tick one of the following:

Cash:
Payable to a FVCA trustee
/ committee member

Cheques:
Payable to 'Frogmore Village
Community Association'

BACS: Account name: 'Frogmore
Village Community Association'
Sort Code: 40-52-40
Account no: 00011359

I have read and agree the Conditions of Hire:

Name:

Signature:

Address (include Post Code):

Tel:

Email:

Please read and abide by the FVCA terms of hiring. Guidance notices with regard to fire exits, first aid, heating, kitchen appliances and equipment are generally displayed in the hall.

Please ensure that the premises are clean, all services are turned off, windows closed, blinds lowered and the main door locked when leaving the Hall.

Registered Charity Number 287053