

## Hire Agreement Booking Form

<b>Description of hire purpose</b>		
<b>Organisation Name</b>		
<b>Contact Name</b>		
<b>Address</b>		
<b>Post Code</b>		
<b>Contact Number</b>		
<b>Email Address</b>		
<b>Social media</b>		
<b>Do you want to make regular bookings or one off booking?</b>	<b>Regular</b>	<b>One Off</b>

### Booking Form

<b>Date(s) Required:</b>		
<b>Time from:</b> (This must include time allowed to set up)		
<b>Time till:</b> (This must include time allowed to set down and clean up)		
<b>Total Hours:</b>		
<b>How many people are expected?</b>		
<b>Day rate per hour:</b>		
<b>Evening rate per hour:</b>		
<b>Bond/Deposit</b>		

(This is at the Council's discretion as per the T&Cs and shall be refunded after inspection of the premises)			
<b>Do you require us to clean up after your hire?</b> (This is an additional £20)	Yes	No	
<b>How will you make your payment:</b>	BACs	Cheque	Cash
<b>Balance Payable:</b>			
<b>Please be aware the balance payable is due 4 week prior to the hire date</b>			

### Additional requirements

<b>Sound System and Microphone</b> (£20 per booking)	Please tick here
<b>Projector</b> (£10 per booking)	Please tick here
<b>Flip Chart</b> (£20 per booking)	Please tick here
<b>Additional Requests</b> (We will try to accommodate as many special requests as possible but this may be at an additional cost to the hirer)	Please write in here

I have read and accept the terms and conditions set out above and agree to pay Colne Town Council for any losses or damages incurred during this hire period caused by the hire party or organisation.

<b>Full Name Print:</b>	
<b>Signature:</b>	
<b>Date:</b>	

*GDPR Notice: Thank you for completing this booking form, your details will be held on Colne Town Council records for seven years as per HMRC guidelines.*