

Name ("The Hirer"): \_\_\_\_\_

Organisation: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Purpose of hire: \_\_\_\_\_

Day(s) of regular hire: \_\_\_\_\_

Times of hire: \_\_\_\_\_

*Remember to include set-up and clean-up time*

Regularity:  Weekly  Fortnightly  Monthly  
 Other (please specify): \_\_\_\_\_

Start date: \_\_\_\_\_ Number of people: \_\_\_\_\_

Facilities required:  Hall  Church

Hire charge: £\_\_\_\_\_ / week / fortnight / month *(please delete as applicable)*  
*as agreed with the Bookings Manager*

Documents provided:  Safeguarding Policy  Proof of Insurance  Proof of ID  
 DBS Certificate(s)  PAT certificates for electrical items  
 Food Hygiene Certificate  Covid-secure Risk Assessment

### Hirer Declaration (please tick)

- I confirm that the information given on this form and supporting documents are current and correct.
- I confirm that I have read and understood the Terms and Conditions of Hire and agree to abide by them.
- I confirm that I have the necessary insurance cover in place and understand that the PCC's insurance does not cover Hirers' activities and liabilities.
- I agree to abide by appropriate safeguarding procedures, as outlined in the Terms and Conditions.
- I confirm that I have read & understood the special conditions of hire during Covid-19 and agree to abide by them.
- I will pay the hire charge stated above regularly and on time.
- I understand that my booking agreement may be terminated in the event of my failing to comply with any of these terms, conditions and procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Holy Trinity PCC:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_