



Hiring Agreement: Regular bookings

Booking Line: 07518 437 488

This agreement is between the Parochial Church Council of St. Michael's Myland (The PCC) and

_____ (the Hirer) for the use of the following facilities:

Room(s): _____

Days: _____ Hours _____ Charge per hour: £ _____

Starting and ending dates (if appropriate) _____

Special booking arrangements (term-time only, not in August etc) _____

Payment is required termly in advance (e.g. January, April, September). The Hirer will be asked to confirm the dates required each term, and will be invoiced at the start of the term. Payment is to be made within 21 days of the date of the invoice.

This agreement may be cancelled by either party at any time without stating a reason. However, the Hirer must advise an intention to cancel the agreement by the end of the term prior to the term in which the cancellation is to take effect, or payment will become due for one month's charges beyond the intended date of the last meeting. Where payment has been made for any period of hire, any refund is at the discretion of the PCC, and cannot be expected unless the dates and times involved are booked by another hirer. If the agreement is cancelled by the PCC, all money received for future dates is to be refunded.

Invoices are to be sent to:

Payment is to be made to:

	The Lettings Manager Myland Parish Halls Mile End Road Colchester CO4 5DY <i><u>Cheques should be made payable to St. Michael's Myland PCC</u></i>
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We agree that the above information, the Conditions of Hire and the General Rules are part of this agreement, which we have read, and we agree to abide by them.

Signed on behalf of the Hirer:

Signed on behalf of the PCC:

Signature _____

Signature _____

Position _____

Position _____

Date: _____

Date: _____