



# Hiring Agreement: Single booking

**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): \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours \_\_\_\_\_ Charge per hour: £ \_\_\_\_\_

Total Charge £ \_\_\_\_\_ Non-returnable Deposit paid £ \_\_\_\_\_

Balance of hiring charge due £ \_\_\_\_\_ Returnable damages deposit due: £ \_\_\_\_\_ Total due: £ \_\_\_\_\_

The balance due to the PCC must be paid before the start of the period of hire.

The damages deposit will be returned on completion of the period of hire, unless damage took place during the period of hire. The full deposit may then be held by the PCC until the cost of repairs is known, and any portion not required will then be returned immediately.

The damages deposit may also be used to cover additional hiring charges, in the event that the Hirer does not vacate the Halls on time.

This agreement may be cancelled by either party at any time without stating a reason. If the agreement is cancelled by the PCC, all money received including the deposit will be refunded. If the agreement is cancelled by the Hirer, no refund will be payable for any deposit paid, and unless cancellation has been received by the PCC (by notifying the Lettings Manager) at least 48 hours before the start of the period of hire, the full amount of the hire will remain due.

Payment will be made by:

Payment is to be made to:

	Eric Day Lettings Manager 40 Tall Trees Colchester CO4 5DU <u>Cheques should be made payable to</u> <u>St. Michael's Myland PCC</u>
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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: \_\_\_\_\_