<u>SUTTON RECREATION GROUND AND MEMORIAL HALL TRUST</u> <u>MEMORIAL HALL HIRE AGREEMENT</u>

<u>THIS AGREEMENT</u> is made on the date (1) and between the COMMITTEE (2) AND THE HIRER (3) named below whereby in consideration of the sum(s) mentioned (4):

- 1. Date
- 2. Mr & Mrs R Kay

Booking Secretaries/Memorial Hall Representatives Brook Cottage, Ford Hill, Shottisham, Woodbridge. IP12 3EN

Tel: 01394 410331 - email: kayrymnd@aol.com/Dawnrosemarykay@aol.com

3. HIRER:

NAME

ORGANISATION

ADDRESS

Tel No:

- 4. Hiring Fee £ TO BE PAID AT TIME OF BOOKING

 REFUNDABLE DEPOSIT OF £50 TO BE PAID AT TIME OF BOOKING

 cheque to be payable to SUTTON MEMORIAL HALL
- 5. Premises: Whole of Memorial Hall:
- Or

Part of Hall only, namely:

- 6. Purpose of Hiring:
- 7. Period of Hiring: Date(s):

Hours:

B. <u>THE HIRER</u> agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's Standard Conditions of Hire for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the Schedule attached (if any).

Will Alcohol be served at the function YES/NO (Must be answered)

If YES on what basis: FREE / BRING YOUR OWN / BAR Delete as appropriate

Signed by Hirer

Dated

Signed by Memorial Hall Representative

Dated

One copy to be kept by Hirer, second copy to be returned to the Booking Secretary)