Plymstock Community Centre

Registered Charity No: 1159317

**Rental Agreement**

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| The Plymstock Community Centre grants permission for the use of the below mentioned area(s) as outlined, subject to the Terms and Conditions of this Agreement.   |  | | --- | | Name of Organisation/Individual (“Hirer”) ........................................................................................................  Name of Contact:................................................................................................................................................  Address:................................................................................................................................................................  Phone: ................................ Mobile: .................................. Email: .................................................................. | | | |
|  | Hire Rates:- (minimum hire period 2 hours)  Main Hall - From ................... to ....................on............................... at £15.00 per hour = £..............  Lounge - From ................... to ................... on............................... at £15.00 per hour = £..............  Meeting Room - From ................... to ................... on................................ at £9.50 per hour = £..............  Kitchen - From .................. to ................... on ...................... at £6.50 (one off payment) = £..............  £11.50 if cooker required = £.............  Total Hire Charge:- = £..............  **A booking fee of £20 will be required which is non-refundable in the event of non attendance or cancellation within 7 days of your booking date.**  **Additional charges may apply if the hire period ends after 10pm.**  **Cheques to be made payable to Plymstock Community Centre**  I confirm that you have booked the above accommodation at the Plymstock Community Centre  C.R. Hanson ......................................... Lettings Secretary (01752 404506) Date: .........................  Special Requests:.........................................................................................................................................................  Type of Activity:............................................................................................................................................................  I, the undersigned, agree to be bound by the Rental Agreement and Terms and Conditions and have the authority to sign on behalf of the organization.  I agree that these details will be held on file for the purpose of fulfilling my booking and the Centre’s legal/accounting responsibilities only.  Signature ................................................................................... Date ....................................  **Please return this form (together with your booking fee) to the Letting Secretary at 48 Wrens Gate Plymstock Plymouth PL9 7BQ. Balance to be paid on the booking date.** |  |
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