OVINGHAM PARISH COUNCIL

OVINGHAM PAVILION

AGREEMENT

This agreement is subject to the **Conditions of Hire** of which you should have a copy.
Agreement dated ……..……. between Ovingham Parish Council and hirer named below, whereby, on payment of the hire fee, the hirer is permitted to use the facilities for the purpose specified.

HIRER

PLEASE COMPLETE AND SIGN ONE COPY OF THIS AGREEMENT AND RETURN WITH YOUR PAYMENT.

Name of contact/group:
……
……
Address:
……
……
Telephone No: …… Mobile No:
……..
e-mail address: …… Purpose of Hire:…… ..……
Date(s) of Hire: ……
…..……
……
……
Time from: …….…… to: …… *
Hiring Fee: £…… * Must end no later than 10.00 pm

DECLARATION by HIRER

I / we enclose the appropriate fee and accept the conditions of hire of which I / we have been provided with a copy.*
I/we **plan/do not plan** to sell alcohol * * (delete as appropriate)

I/we confirm that I/we **have/have not** made safeguarding arrangements for the event *

Signed ..... (Hirer) Date .....

Signed .....….(for Ovingham Parish Council) Date.....

Please see over the page for hire charges and how to pay
PAVILION HIRE CHARGES

UP TO 1 HOUR	£10.00
1 – 4 HOURS	£15.00
OVER 4 HOURS	£25.00

Cheques should be made payable to “Ovingham Parish Council” and enclosed with the booking form and

sent to:

Clerk of Ovingham Parish Council
c/o 14 St Mary's Terrace
Ryton
Tyne & Wear
NE40 3AL