|  |
| --- |
| **Name of Organisation:**  |
|  |
| **Name, address and telephone number of the person responsible for the hire:** |
|  |
| **Purpose of Hire:** |
|  |
| **Date and Time of Hire:** |
|  |
| **Description of facilities to be hired e.g. Hall/Hall plus kitchen:**  |
|  |
| **Special requests or arrangements:** |
|  |

|  |
| --- |
| **Deposit received/payable:**  |
| Amount:Date: Signature of payee:Signature of Parish Priest/Administrator: |
| **Balance received/payable:**  |
| Amount:Date: Signature of payee:Signature of Parish Priest/Administrator: |
| **Deposit returned:**  |
| Amount:Date: Signature of payee:Signature of Parish Priest/Administrator: |

**I request the hire of the Premises and the date(s) and times and for the purpose set about above.**

**Declaration by the Hirer:**

**I have read and agree to observe and perform the provisions of this Hire Agreement including the terms and conditions set out in the ‘Conditions of Hire’. I am over 21 years of age and duly authorised to enter into this Agreement on behalf of the Hirer.**

**Signed: …………………………………. Date ……………….. Hirer**

**Print Name: ………………………………….**

**The Parish Priest permits the Hirer to use the Premises as set out above subject to the terms and conditions contained in the ‘Conditions of Hire’ attached. The Hire Agreement will not be binding until accepted and signed by the Parish Priest and/or the Parish Administrator. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.**

**Signed …………………………………. Date ………………..**

 **Parish Priest/Parish Administrator**

**Please note that the full hire charge is payable on collection of the access key and completion of this form. A receipt will be issued as proof of payment and confirmation of hire.**