


Millbrook Village Hall

The Parade Millbrook Cornwall PL101AX
Charitable Trust: Registered Charity No: 1054600

EQUIPMENT HIRE AGREEMENT

Name of Individual Hirer/ organization & representative :	
Email:	Contact 

DATE: EQUIPMENT REQUIRED: <ul style="list-style-type: none">• 76X182 TABLE AT £2.00 PER TABLE• 60X120 TABLE AT £1.00 PER TABLE• 1X URN AT £5.00• FOLDING CHAIRS AT £0.50 PER CHAIR START & END TIME: DURATION: DATA PROTECTION: Your data will be held securely for 12 months. We keep this as it's essential to be able to get in touch with you as hirers of the hall. Under GDPR regulation I give my consent.	AMOUNT NEEDED: SIGNATURE:
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DEPOSIT: £100 TABLES /CHAIRS £50 CHAIRS/URN CASH CHEQUE BANK TRANSFER
Cheque to be made to Millbrook Village Hall and sent to the above address.
Bank transfer to Millbrook Village Hall - reference of date/group name Sort code: 30-12-74 Account number: 01982238.
<i>NOTE: Please write your sort code / account number for the return of your deposit.</i>
EQUIPMENT FEE: _____ TOTAL: _____

If cancelled one week's notice is required, otherwise full payment taken. If no damage has occurred, the deposit will be returned within 2 weeks of the hire.

This agreement states that you the hirer will leave the equipment clean and ensure nothing is damaged. If there is damage or the equipment is not left in a clean condition for the next user a fee will be charged to recover the cost of cleaning/ damage.

I agree I have read the information given on this form and will abide by it: Signed by the person on behalf of Millbrook Village Hall Committee:


Signature: _____ Date: _____

Signature: _____ Date: _____

Print name: _____

Print name: _____

(Updated October 2018)

Bookings Clerk Lauren Fitzpatrick  07415156432

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