

## Application Form for Long Term Centre Hire

### HIRER DETAILS

<b>Name:</b>	<b>Organisation:</b>		
<b>Contact Address:</b>			
<b>Invoice Address:</b>			
<b>Contact Number:</b>	<b>E-Mail:</b>		
<b>Registered Charity Number (if applicable):</b>			
<b>Activity involving Children or Vulnerable Adults:</b>	<b>Yes</b>	<b>No</b>	
<b>Safeguarding Policy Provided (if applicable):</b>	<b>Yes</b>	<b>No</b>	
<b>Name of Hirer's Safeguarding Officer:</b>			

### DETAILS OF HIRE

<b>Description:</b>				
<b>Area(s) Hired:</b>	Main Hall	Kitchen	Boardroom	<b>No of Attendees:</b>
<b>Start Date:</b>	<b>Start Time:</b>		<b>Finish Time:</b>	<b>Total Hours:</b>
<b>Frequency:</b>	Daily / Weekly / Monthly / Other			
<b>Exceptions:</b>				
<b>Payment Terms:</b>	Monthly / Quarterly / Bi-Monthly/ Annually			
<b>Equipment Required:</b>	<b>Chairs:</b>	<b>Tables:</b>	<b>Other:</b>	

### OFFICE USE ONLY

<b>Project Code:</b>		<b>Project Name:</b>	
<b>Hire Cost P/H:</b>		<b>Deposit Paid:</b>	
<b>Discount</b>		<b>Monthly Total</b>	

### DECLARATION

Please ensure you have read the Hall Hire Agreement.

I agree to comply with all of the conditions outlined in the Hedgecock Community Centre Hall Hire Agreement which I have read and accepted.

I also confirm that, if relevant, I will adhere to relevant policies for the safeguarding of minors and vulnerable adults

**Signature (Hirer):** .....**Date:** .....

**Signature (HCC):** .....**Date:** .....

Please use this space to provide any further description of your project. We may request further information if required.