



HIRING AGREEMENT

THIS AGREEMENT is made on the date (1) and between the COMMITTEE (2) and THE HIRER (3) named below whereby in consideration of the sum(s) mentioned (4).

THE COMMITTEE agrees to permit the Hirer to use the premises (5) for the purposes (6) and for the period(s) (7) described below:-

1 Date _____

2 Toft People's Hall Management Committee,
c/o Toft People's Hall Booking Secretary,
Annie Wilkinson-Fenn, 2 Eversden Close, Toft, Cambridge, CB23 2RS
Telephone: 07815 630034 Email: tphbookings@toft.org.uk

3 The Hirer: _____

(a) Organisation _____

(b) Authorised Representative _____

(c) Address _____

(d) Telephone No _____

(e) Email _____

4 Hiring Fee: _____

5 Premises: Please indicate with a tick.

☐ Entire premises	☐ Main Hall	☐ Small Hall	☐ Kitchen
☐ Green Room	☐ Millennium Room	☐ Digital Projector	

6 Purpose of Hiring _____

7 Period of Hiring: Date(s) _____

8 Hours: From.....To

N.B. Please note that all functions must be terminated by midnight.



To be completed if you are an organisation who provides activities/clubs for Children and Young People

- 1 Does your organisation have an approved Child Protection Policy in place? **Yes/No**
- 2 Have all volunteers and staff had checks undertaken in compliance with The Protection of Children Act 1999, The Children Act 1989 and part V of the Police Act 1997? **Yes/No**

Failure to have an appropriate policy in place or for an organisation not to complete and sign may result in Toft People's Hall Committee refusing the application.

Please complete and return to the booking secretary at:

Toft People's Hall Management Committee,
c/o Toft People's Hall Booking Secretary,
Annie Wilkinson-Fenn, 2 Eversden Close, Toft, Cambridge, CB23 2RS

or email: tphbookings@toft.org.uk

Signed by the parties:

I have read the Conditions of Hire ☐

The Conditions of Hire are available to download or read online at www.toft.org.uk from the Toft People's Hall page

Hirer

Date

Toft People's Hall Management Committee.

Date