



HIRING AGREEMENT FOR TABLES

Day & Date of Hire: _____

Conditions of Hire

- Payment, together with a deposit of £50, should be made at the time of booking – i.e. two cheques payable to ‘The Empire Hall, Graffham’.
- The period of hire is two days. All items to be collected and returned at agreed times. Unless otherwise instructed, they must be returned and stacked tidily in the prescribed manner. Hirers must provide their own transport.
- All items must be returned in a clean condition.
- All breakages or losses must be must be paid for at replacement cost.

Because people hiring the hall have priority for the chairs and tables, the management committee can give no more than one month’s guarantee that the tables will be available for hire to an outside party.

I have read and accept the Conditions of Hire

Signed _____ Date ____/____/____

Name _____ Email _____

ITEMS REQUIRED

_____ Gopak Tables @ £3.00 each _____

_____ Trestle Tables @ £4.00 each _____

Total Cost £ _____

The committee agrees to permit the hirer to take away the items listed above for the agreed period in accordance with the Conditions of Hire.

On behalf of the Empire Hall Committee

Confirmation Date: ____/____/____

For official use only:

Cheque: £ _____ Payment Deposit

Collection Date: _____ Time: _____

Return Date: _____ Time: _____

Deposit _____

Please return this form & cheque to the Booking Secretary, Eira Ashby
Please contact her on 01798 867297 to arrange times for collection etc.