

**Appendix B
Organisation Agreement**

**HIRE OF PREMISES AGREEMENT FOR THE PARISH HALL
IN THE PARISH OF ST MICHAEL'S CHURCH, TADLEY & ST OSWALD'S CHURCH
BURGHFIELD COMMON**

ST. OSWALD'S CHURCH HALL (KNOWN AS THE LEONARD ROOMS)

Name of Organisation(the "Hirer")

Name, address and telephone number for the person responsible for the hiring:

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.....
.....

1. Purpose of Hire

2. Period of Hire Date(s)
.....

Hours: from to

3. Description of accommodation and facilities to be hired 'Premises' (e.g. Hall / Hall plus kitchen)
.....

4. Deposit received / payable £.....

5. Payment received / payable £.....

6. Date(s) of payment of deposit/ balance

8. Special arrangements agreed (e.g. function to extend beyond Premises usual closing time)
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.....

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

Declaration on behalf of 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 18 years of age and duly authorised to enter into this Agreement on behalf of the Hirer.

Signed by Hirer Date

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. The Parish Priest may decline the request to hire the Premises at any time at his sole discretion.

Signed by Parish Priest Date