

Hiring Agreement - Booking Form



Ledwell Road, Great Tew, Chipping Norton OX7 4AF
 www.tewcentre.org.uk - Tel: 01608 683896

Hirer:

Name	
Address:	
Post Code:	
Phone:	
Email address:	

This agreement is between the Hirer and the Tew Centre Management Committee

Please return the form to:
 Dave Freeman, Bookings Manager,
 17 Horse Fair,
 Chipping Norton,
 OX7 5AL
 Tel: 01608 642150
 07557 340345

Requirements - please complete all boxes:

Date(s)	
Time * From:	
To:	

- Main Hall/Function Room
- Small Meeting Room
- Kitchen (to be shared with Baxters)
- Licensed Bar *
- Changing Rooms

* The minimum hire period of the main hall is two hours (except for block bookings) and two hours for the small meeting room. Please include time for setting up and clearing away. The hirer is responsible for leaving the premises as found. This includes sweeping and mopping floors, removing rubbish and taking down decorations. Alternatively, cleaning may be arranged for a small cleaning fee.

* A corkage fee may be required for the consumption of the hirer's own alcoholic drinks, to be arranged with the Bookings Manager.

Other requirements (please give details):

Booking Fee: (to be completed by the Bookings Manager)

Booking Deposit (one third): (to be completed by the Bookings Manager)

Total:

Purpose/description of hiring

Signed by the Hirer: *I have read and agree to the Tew Centre Conditions of Hire which form part of this agreement.*

Date:

Signed on behalf of the Tew Centre

Cheques payable to 'The Tew Centre'

Please print and sign the booking form and return it to the Bookings Manager