



## Hire Agreement – 2019 (Multiple Bookings)

Title of class/group: (print) .....

Contact: (print) ..... Telephone: .....

Address (print) .....

.....Post code: .....Email: .....

Invoice Address (if different): .....

.....Post Code:.....

Day: .....Time From: .....To:.....Total Hrs.....

Day: .....Time From: .....To:.....Total Hrs.....

\*\*\*\* Please circle dates required on calendar overleaf \*\*\*\*

### Accommodation: *Tick box(s)*

- Llewelyn Palmer Hall @ £15.00 per hour
- Orpen Lounge (with fully equipped kitchen) @ £10.50 per hour
- Llewelyn Palmer Hall & Orpen Lounge @ £23.50 per hour
- Allison Room (with basic kitchen area) @ £11.00 per hour
- Plaxton Room (with small kitchen area) @ £11.00 per hour
- IT Suite @ £9.00 per hour, with use of PCs £12.50 per hour
- Jennings Hall (with fully equipped kitchen) @ 15.00 per hour
- Small Meeting Room @ £6.00 per hour
- Therapy & Treatment Room @ £6.00 per hour

### Equipment and furniture required: *Tick box(s)*

- Caretaker (additional charges may apply)
- Chairs (no charge) indicate number: .....
- Tables (no charge) indicate number: **Large:** ..... **Small:** .....

*A public-address system, projector screens, staging and lighting are also available but may incur additional hire charges. Please discuss your requirements with the Centre Manager.*

### Agreement

I accept the charges laid out above for regular hire of the Community Centre. Fees will be invoiced monthly and I agree to settle my account within 30 days of invoice. I have read and accept the **Conditions of Use** as set out on a separate page.

Signature of Hirer: ..... Date: .....

**Privacy Statement** Lingfield & Dormansland Community Centre (LDCC) uses personal data for the purposes of managing the centre, its bookings and finances. We would also like to keep you updated about LDCC events, promotions and services. We will not share your information with anyone else.

Yes, I would like to receive email updates on LDCC events

# Hire Agreement – 2019

Please circle all dates required on the calendar below.

January						
M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May						
M	T	W	Th	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
M	T	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

February						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

June						
M	T	W	Th	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
M	T	W	Th	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July						
M	T	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
M	T	W	Th	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April						
M	T	W	Th	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August						
M	T	W	Th	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December						
M	T	W	Th	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Notes:

- Dates shaded and in blue are Public Holidays (The Community Centre is still available to hire).
- School Holiday dates shown in red.
- The Llewelyn Palmer Hall, The Allison Room and Orpen Lounge are not available from 28<sup>th</sup> October to 3<sup>rd</sup> November due to the Lingfield Art Exhibition.

For office use: Date received: .....	Diary <input type="checkbox"/>	Confirmed <input type="checkbox"/>	Initials .....
Comments.....			