

HIRE AGREEMENT

The Parties: The Cliffe Hall of the Cliffe Feoffees (hereafter “The Cliffe Hall”) and The Hirer

Name: _____ **Group Name:** _____

Address: _____

Landline: _____ **Mobile:** _____ **Email:** _____

Description of Activity/Event: _____

Date of Event/ First Session: _____ **Start Time:** _____ **End Time:** _____

Other Dates in the First Month: _____ **Total Sessions:** _____

To Confirm your Booking, please do the following:

1. Return this form completed and signed **as quickly as possible** to the Hall Manager. You can print, fill in, sign and scan or photograph it OR fill in the boxes and save the PDF file and then email the resulting file to hall@cliffehall.uk or post it to the Hall Manager, Cliffe Hall, 28 Cliffe High Street, Lewes BN7 2AH.
2. Once your form is received, you will be invoiced for the booking and will need to pay a 50% deposit to secure the hire. Your invoice will normally include a one-off £30 refundable key deposit. The outstanding balance must be paid at least 10 working days before the date of your event/first session. Bookings made less than 6 weeks before an event must be paid in full.
3. An additional £75 deposit may be required for parties/workshops or any such event as determined by the Hall Manager. This sum must be received by the Hall Manager at least 10 working days before the booking date. The deposit will be returned to the Hirer only after the Hall has been assessed for breakages and compliance with the “Leaving the Hall” procedures. A £25 per hour minimum cost is charged if The Cliffe Hall has to carry out cleaning or maintenance as a result of your hire.

As the Person Responsible for the Hire named above I confirm that:

- I have read the following Cliffe Hall documents: the Terms and Conditions of Hire; The Health and Safety Policy, Fire Procedures and Evacuation Plan; and the Guide For Hall Users. I understand them and agree to fully comply with all the terms, conditions and procedures in those documents.
- I undertake to comply with any Covid19 restrictions the Government applies to my activity and with any Special Conditions concerning Covid 19 and its variants that The Cliffe Hall provides to me in writing.
- I am authorised by the Hirer Organisation, if any, to sign this agreement.
- I understand that these Hire Terms and Conditions will automatically apply to any future Hire Bookings I may make in the future with the The Cliffe Hall.

Signed below:

Date:

Name: _____ **Position:** _____