



Premises Hiring Agreement



Name: ("The Hirer")					
Business / organisation: (if applicable)					
Phone number: (Landline & or Mobile)					
Email address:					
Address:					
Purpose of hire:					
Date(s) required:					
Time required: (Remember to include setup and clean-up time)		TO		Approximate number of people:	
Any other special requirements:					
Public Liability Insurance:	For business users: I confirm that this activity will be covered by my/our public liability insurance to the value of £5M (certificate attached)			Please Tick:	
Images/Social media/advertising request: (delete as appropriate)	Would you like the Foxes' Den to promote your event? Yes / No Are you happy for pictures to be taken and shared on social media sites for PR/marketing and advertising purposes? Yes/No Any other marketing/advertising/PR requests				

Premises Required (please tick)			
The Nook	The whole Café (including community kitchen)	The Foxley Room (VAT chargeable)	The Council Room (VAT chargeable)

Price per hour (please see attached)	Number of hours	Total (£)

Please ensure that full payment of the above amount is made no less than 7 days prior to your booking

DECLARATION:

I have read and agree to abide by the conditions set out in The Foxes' Den Lettings Policy, the Council's Community Access and Key Holder Policy and Procedure. I agree for my data to be used and stored in line with the information and data protection policy (see website: www.foxesden.co.uk/policies) and understand that I can ask for it to be removed at any time.

Signed:.....

Date:.....

For Office Use Only:

	Amount (£)	Date	Signed
Security Deposit paid			
Hire fee Paid			
Security Returned/Shredded			
Keys Issued		Keys Returned	