



## Binfield Parish Office Premises Hiring Agreement



<b>Name:</b> ("The Hirer")			
<b>Business / organisation:</b> (if applicable)			
<b>Phone number:</b> (Landline & or Mobile)			
<b>Email address:</b>			
<b>Address:</b>			
<b>Purpose of hire:</b>			
<b>Date(s) required:</b>			
<b>Time required:</b> (Remember to include setup and clean-up time)		TO	
			<b>Approximate number of people:</b>
<b>Any other special requirements:</b>			
<b>Public Liability Insurance:</b>	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:
<b>Images/Social media/advertising request:</b> (delete as appropriate)	Would you like the Foxes' Den to promote your event? <b>Yes / No</b> Are you happy for pictures to be taken and shared on social media sites for PR/marketing and advertising purposes? <b>Yes/No</b>		

<b>Premises Required (please tick)</b>			
The Nook	The whole Café (including community kitchen)	The Foxley Room	The Council Room

Price per hour (+VAT)	Number of hours	Total (£) excluding £30 Deposit

**Please ensure that full payment of the above amount is made no less than 2 days prior to your booking**

**ALL HIRERS PLEASE NOTE:**  
 We require you to take home your rubbish and to leave the premises (floor and tables) clean and tidy  
 Thank you 😊

**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](http://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 / cleaning / rubbish fee Paid			
Security Returned/Shredded			
Keys Issued		Keys Returned	