**RACKHEATH COMMUNITY COUNCIL - BOOKING FORM**

**PLAYING FIELD/PAVILION/MPSA HIRE AGREEMENT**

**1. Your details** (you must be 18 or over):

Name:*Click or tap here to enter text.* Organisation (if any):*Click or tap here to enter text.*

**Address:** *Click or tap here to enter text.*

**Tel:***Click or tap here to enter text.* **E-mail**:*Click or tap here to enter text.*

**2. Details of Designated Person** *(if different from above)* who will be responsible for carrying out fire safety procedures in the event of a fire *(this person must be present during the hire period)*

Name: *Click or tap here to enter text.*

Tel:*Click or tap here to enter text.* Email:*Click or tap here to enter text.*

**2. Hire Details**

Select which facility you wish to hire: *Choose an item.*

Purpose hire: *Click or tap here to enter text.*

Any special requirements: *Click or tap here to enter text.*

**3. Hire period:**

Date(s): Click or tap to enter a date. Times: Click or tap here to enter time.

Interval: Click or tap here to enter text.

Your times must include preparation and clearing up

**4. Fees:**

Fees will be calculated on return of the booking form and an invoice for the full amount will be issued for payment.

**Damage deposit**: This is £100 and is payable by cheque or cash in a clearly marked envelope only, which will be held and returned, if not required.

Bookings are held provisionally for up to 14 days. Your £100 damage deposit will be held until we are satisfied that condition 17 of the Terms and Conditions have been met. If you do not pay your full fees by the due date, you may lose your booking.

If you cancel within 48 hours of your booking date, the full Hire will be charged.

**Cheques payable to: Rackheath Parish Council**

**BACs payments: 20-62-68 and 20750352**

**Hirers’ Agreement**

**I agree to abide by the Standard Conditions of Hire provided, plus any special conditions notified to me by the Parks & Leisure Committee. I am over 18 years of age and therefore authorised to request this hire.**

**I enclose the damage deposit as agreed by the booking officer in Section 4.**

Name (block letters): *Click or tap here to enter text.*

Signature: Date: *Click or tap here to enter text.*

Please retain one copy and sign and return the other to: Rackheath Community Council, The Pavilion, Green Lane West, Rackheath, NR13 6LT. Tel: 01603 920990. Or return by email to bookings@rackheathparishcouncil.org.uk