



# ST. JOHN'S ARTS AND RECREATION CENTRE

St. John's Walk, Market Street, Old Harlow, CM17 0AJ.

☎ 01279 442447

email: email@stjohnsarc.org.uk

web: www.stjohnsarc.org.uk



## PRIVATE HIRE FORM

VALID UNTIL 31ST DECEMBER 2012

All charges apply to the period of hire, which is measured in 1/2-hour increments to the nearest 1/2-hour above. This hire period must include the time for setting up and clearing away. Additional time caused by overrun, or deemed by the Management to be necessary for cleaning, will be added to the period of hire. The minimum period of hire is 1 hour for hire periods starting before 6.30pm and 3 hours for hire periods starting after that time. Hire of the Hall, Vestry Room or the Whole Building includes use of the Refectory.

The period of hire will be charged for in FULL if the booking is cancelled less than two weeks before the hire date.

A separate deposit of £50 is payable at the time of booking any Private Hire. This will be refunded one week after the hire date if the Management has not received any complaints from neighbours and there has been no damage to property and no additional overrun or cleaning time incurred.

Hire Charges (per hour)	Vestry Room or Refectory	Hall (inc. Refectory)	Whole Building	
Private Hire	£25.00	£55.00	£65.00	
Additional Charges	Vestry Room	Refectory alone	Hall	Whole Building
Wireless Mic (flat rate, per event)	not applicable	not applicable	£ free	£ free
Use of Piano (flat rate, per event)	not applicable	not applicable	£10.00	£10.00
Piano Tuning (flat rate, per event)	not applicable	not applicable	£70.00	£70.00
Caretaker (per hour of Caretaker)	£12.00	£12.00	£12.00	£12.00

This hire agreement is a contract between (Name of Hirer): .....

of (Address of Hirer): .....

(Telephone number of Hirer) - Daytime: ..... Evening: .....

(the Hirer) of the one part and St. John's Arts and Recreation Association (the Management) of the other part to hire rooms in St. John's Arts and Recreation Centre (the Building) on the dates and times specified below:

Vestry Room:  Refectory alone:  Hall:  Whole Building:

EXTRAS: Piano:  Piano Tuner:  Caretaker:  Wireless Microphone:

I shall be applying for a licence to SELL alcohol at this event:

Day and Date of Hire: ..... Times of Hire: .....

Name of Responsible Person nominated by the Hirer: .....

Telephone number of Responsible Person - Daytime: ..... Evening: .....

I have read and agree to abide by the Conditions of Hire (supplied separately). I have also nominated the above mentioned Responsible Person to act on my behalf during the period of hire and who will be responsible for ensuring the observance of these Conditions of Hire and the good conduct of my guests. I will indemnify the Management, owners and tenants of the Building from any legal claims which arise out of my use of the Building during the hire period.

Hirer's Name (Print Name): ..... (Signature): ..... Date: .....

I enclose: £50 Deposit:  Optional Pre-payment: £ ..... Total Hire Cost (excl. deposit): £ .....

for office use only:

Booking confirmed  and Receipt for Deposit (and optional pre-payment) issued  on (Date): .....

Signed on behalf of the Management by (Print Name): ..... (Signature): .....

Please note that the booking is not binding until this form has been signed, returned, the full payment received and the booking confirmed by the Management. A £50 deposit **must** be enclosed with this booking form. The Total Amount Due **must** be received at least one week **before** the date of hire. **Cheques should be made payable to "St. John's ARC".**

18th December 2011 Issue 6-6