



ST. JOHN'S ARTS AND RECREATION CENTRE

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



01279 442447

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HIRE FORM – VALID UNTIL 31st JULY 2026

Please Note: The 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. Children's Party bookings include the caretaker's time to open- and lock-up. For all other bookings, the caretaker's time is chargeable extra at £15/hour, in units of ½ hour. Hire of the Main Hall, Vestry Room or the Whole Building includes non-exclusive use of the Refectory and Kitchen facilities.

The quoted hire cost below is payable in FULL if the booking is cancelled less than two weeks before the event date. For Parties or Private Hire, an **extra** £50 deposit is payable immediately, at the time of booking. This will be refunded by cheque two weeks (weddings one month) 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. Regular and Occasional groups do not need to pay a deposit and will be invoiced in arrears, as is usual. Please attach a complete list of all the rooms, dates and times required.

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

of (*Address of Hirer*):

(*Telephone number of Hirer*) - Daytime: Mobile:

(*Email address of Hirer*):

(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:

Nature of Event:

Day and Date of Hire: Times of Hire:

Space Required: Vestry Room: ☐ Refectory alone: ☐ Main Hall: ☐ Whole Building: ☐

Getting-in Arrangements: Locking-up Arrangements:

Group Name (*if applicable*): Name on Cheque (*for return of Deposit*):

Group Requirements: Use of Piano: ☐ Piano Tuner: ☐ Caretaker: ☐ Main Hall WiFi: ☐

Other:

The Hirer will be applying for a licence to SELL alcohol at this event: ☐ Hire Cost Quoted (£):

Name of Responsible Person nominated by the Hirer:

Telephone number of Responsible Person – Daytime: Mobile:

I have read and agree to abide by the Conditions of Hire (supplied separately). The above mentioned Responsible Person has agreed to act on my behalf during the period of hire and they will be responsible for ensuring the observance of these Conditions of Hire and the good conduct of my guests.

(*Parties and Private Hire only*) I enclose a **£50.00** deposit by: Cash: ☐ Cheque: ☐ Bank Transfer: ☐

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

NOTE: The booking is not binding until this form has been signed, returned and the booking confirmed by the Management, whose decision on acceptance of any booking is final. For all Parties or Private Hire, a deposit **must** be received with this form and the Quoted Hire Cost **must** also be received at least two weeks **before** the date of hire (one month for major events). **Cheques should be made payable to "St. John's ARC" or electronic bank transfers can be made to "St. John's Arts and Recreation Association" at Barclays, sort code: 20-36-98, account no. 60787345. Please advise us when the payment has been made.**