



BOOKING FORM FOR CASUAL HIRERS

NAME OF HIRER.....

NAME OF ORGANISATION (IF APPLICABLE)

ADDRESS

EMAIL ADDRESSTELEPHONE NUMBER

DATE/S REQUIRED.....Time From:..... Time To.....

Please make sure you include adequate time for set up/clear down when you calculate hours required.

Hourly Rate = £14.00 per hour - discretionary discount applied at booking for community organisations.

REASON FOR HIRE.....

ESTIMATED NUMBERS ATTENDING Is cleaning is required? **Y/N** A charge of **£25** will apply.

YOUR CONTRACT

Number of hours required @ £14 = £

Cleaning Required on Exit @ £25 = £

TOTAL AMOUNT PAYABLE = £

If the Covid 19 Cleaning Contract has not been strictly adhered to then the deposit will not be returned.

TERMS OF PAYMENT

A holding amount of £25 in cash is required at time of booking. This will be returned after event if Covid Cleaning Policy is adhered to.

50% of booking amount required at time of booking - remainder required 7 days prior to the event.

Can be paid by CASH, CHEQUE, STANDING ORDER OR BANK TRANSFER payable to: THE PUMP HOUSE PROJECT

PLEASE REFERENCE 'HIRE' WHEN MAKING PAYMENT

TERMS OF CANCELLATION

Cancellation within 48 hours of booking date/time will result in NO refund being issued.

Cancellations made before this time will receive a full refund less a 10% admin fee + holding amount of £25.

Bank details: Lloyds Bank Sort Code 30-93-18 Account No. 17851268

THE HIRER HEREBY ACCEPTS ALL THE TERMS AND CONDITIONS OF HIRE AS DETAILED ON PAGES 1 & 2

Sign: Date:

Organisation: Job Title:

Accepted on behalf of TPHP. SignedDate¹