**Brent Indian Association**

**Premises Hirer’s Agreement**

|  |  |
| --- | --- |
| **Name (“The Hirer”)** |  |
| **Phone Number**  **(Landline & or Mobile)** |  |
| **Email Address** |  |
| **Address** |  |
| **Purpose of Hire** |  |
| **Day & Date Required** |  |
| **Time Required** |  |
| **Which Room Required**  **S. P. Hall, Function Hall,**  **Half Function Hall, C/R No. 1,**  **C/R No. 2, Temple, Kitchen** |  |
| **Number of people** |  |

|  |
| --- |
| **If to be hired on behalf of the Organisation: Affiliated/Non-affiliated**  Name of the Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position Held (President/Chairman/Secretary etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Price per hour** | **Number of hours (minimum 3 hours)** | **Rent (excluding**  **Deposit)** | **Deposit**  **£150** | **Total money**  **Received** |
|  |  |  |  |  |

**DECLARATION:**

I have read and agree to abide by the conditions set out in the Brent Indian Association, Hire terms and conditions which are attached herewith.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For office use only: | **Amount (£)** | **Date** | **Receipt Number** | **Signed** |
| **Security Deposit Paid** |  |  |  |  |
| **Hire Fee Paid** |  |  |  |  |
| **Security Returned** |  |  |  |  |
| **BIA Staff Name:** | | | | |

**Check-List**

**Please tick (mandatory)**

|  |  |  |
| --- | --- | --- |
|  | **For Caretaker**  **Name:** | **For Hirer**  **Name:** |
| Time of Entry |  |  |
| Time of Leaving |  |  |
| Clean Floor |  |  |
| Walls free of any marks, sellotape or posters |  |  |
| Chairs & Tables cleaned & put away |  |  |
| Rubbish Cleared & put in bin  (2 bags only in the bin) |  |  |
| Condition of the venue: (Tidy/Untidy) |  |  |
| if untidy, how much extra time taken for cleaning \_\_\_\_\_\_\_hours |  |  |
| Any Damage or loss |  |  |
| Remarks |  |  |
| Suggestion/Complaint |  |  |

**FOR OFFICE USE ONLY**:

Total Deposit Refunded: (Cash/Cheque/Visa Card)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of the Hirer collected the deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Hirer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIA Staff Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_