



BOOKING FORM FOR CASUAL HIRE

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 = £16.00 per hour - discretionary discount applied at booking for charitable organisations.

REASON FOR HIRE.....

ESTIMATED NUMBERS ATTENDING ALL Party Hire requires a £25 fee to be added as standard

YOUR CONTRACT

Number of hours required @ £16 = £

Fee for Party Hire @ £25 = £

Bar Hire – where previously agreed with Staff only.....@ £50 = £

TOTAL AMOUNT PAYABLE = £

TERMS OF PAYMENT

You will be issued with an invoice via email once your booking has been processed for immediate payment. Please be aware that there is a £100 deposit required at booking. This will be refunded after the event when the hall has been assessed by staff.

Please use your INVOICE NUMBER as your reference when making payment.

TERMS OF CANCELLATION

Cancellation within 48 hours of booking date/time will result in NO refund being issued. Please refer to our terms and conditions of hire for a sliding scale outside of this period.

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.....

¹ BOOKING FORM CASUAL HIRERS 2023 UPDATE