

# OUR LADY HELP OF CHRISTIANS PARISH

## MARYFIELD HALL HIRE AGREEMENT

73 Leysdown Road

Mottingham, London SE9 4UB

Parochial Administrator: Father Mario Nycz

<b>Name of Hirer:</b>  <b>Address:</b>	<b>Contact Numbers:</b>  <b>Email:</b>
<b>Other person responsible:</b>	<b>Contact Numbers:</b>
<b>Date(s) of event:</b>  From (time) _____ to _____	<b>Total Hours:</b>
<b>Purpose:</b>	<b>Number of guests expected (including children):</b> <b>Maximum 200</b>

Please read the Hire Information and Conditions of Hire before signing.

*I request the hire of Maryfield Hall on the date(s) and times and for the purpose set out above.*

**Declaration by the Hirer:**

*I am over 18 years of age and I have read and agree to observe and perform the provisions of this Hire Agreement including the terms and conditions set out in the 'Conditions of Hire'.*

Signed .....

Date .....

Hirer

The Parochial Administrator permits the Hirer to use the Premises as set out above subject to the terms and conditions contained in the 'Conditions of Hire' attached. The Hire Agreement will not be binding until accepted and signed by the Parochial Administrator. The Parochial Administrator may decline the request to hire the Premises at any time at his sole discretion.

Signed by .....

Date .....

Parochial Administrator

**Refundable Deposit (damage/nuisance/cleaning fees): £100 Date Paid: \_\_\_\_\_**

**Hire Fee Payment (£25 per hour) £..... Date Paid: \_\_\_\_\_**

**Balance payable £..... Date Paid: \_\_\_\_\_**

**Total amount deducted from refundable deposit £ \_\_\_\_\_**

**Total amount of deposit refundable £ \_\_\_\_\_ Date refunded: \_\_\_\_\_**

**TOTAL PAYMENTS RECEIVED: £ \_\_\_\_\_**

**Received by: \_\_\_\_\_ (signature of Parochial Administrator/ Parish Secretary)**

*Updated 11/01/2017*