

AGREEMENT TO BOOK THE CHURCH HALL

of St Dunstan's Church Monks Risborough

This agreement is made between St Dunstan's PCC and the Hirer, and is an acknowledgement that both parties agree to the terms and conditions set out in the document 'Letting Agreement for those who have booked the Church Hall'. It recognises that both parties are responsible for setting up a safe environment, for being properly insured and for obeying all statutory requirements that are in place at the time of the hire.

Booking Conditions and Process

The Hirer is advised to read through the document 'Letting Agreement for those who have booked the Church Hall' and should then complete this booking agreement, returning it to the Bookings Secretary by hand or as a scanned document by e-mail.

The person signing the booking agreement (the 'Hirer') is responsible for all aspects of the hire and for agreeing to adhere to all aspects of the terms and conditions as set out in the document 'Letting Agreement for those who have booked the Church Hall'. The Hirer must be a responsible adult over the age of 18 and have the authority to bind the organisation represented; in the event of a change of personnel, the Hirer undertakes to nominate a successor of similar authority.

On receipt of the booking agreement, the Bookings Secretary will send the Hirer an e-mail confirming the booking.

Any requests for amendments to the booking must take place at least 5 days prior to the date of hire, albeit the Hirer must not presume that any amendment will be automatically agreed. Confirmation of any such

amendment will be sent to the Hirer. St Dunstan's PCC reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated; in this circumstance, the PCC would seek to give two weeks notice but cannot guarantee that. If for any reason, the premises are closed or the booking is cancelled, no compensation shall be payable by or on behalf of the PCC to the Hirer or to any other person by reason of such cancellation. Any fees paid to the PCC in respect of a booking which is subsequently cancelled by the PCC will be refunded by the PCC unless the cancellation is by reason of damage being caused at a linked booking.

Confirmation of Agreement

By ticking this box, I confirm that I agree to the conditions of the document 'Letting Agreement for those who have booked the Church Hall' and to the conditions of this booking agreement, to the conditions of this booking agreement and to the booking times and dates agreed in correspondence.

Signed on behalf of:

For and on behalf of:

Hirer _____

St Dunstan's PCC

Signature _____

Signature _____

Print _____

Print _____

Date _____

Date _____

Payment Details

Cheque payable to Monks Risborough PCC

OR BACS: Barclays Bank 20 85 73

Account name: Monks Risborough PCC

Account number: 30015164