



Harford Community Centre

Room Hire Agreement

10 The Lastings, Hall Road, Norwich, NR4 6ET.
Tel: 01603 908172 • Email: office@harfordcentre.org.uk

Private hire

1. This Agreement is made between **South Harford & Tuckwood Community Association** (Association) and [] (Hirer) for the purpose of []
2. The Association agrees to allow the Hirer use of the Hall / Business Suite / Room3* (if birthday please state the age)
from [] : [] am/pm* to [] : [] am/pm* on [] / [] / []
3. The Hirer agrees to pay the Association the sum of £ [] plus a bond for use of the room/s.
4. The Association is not liable to the Hirer for any loss suffered by the Hirer arising out of the Hirer's use of the Room/s. The Hirer releases the Association from any claim made against the Association arising out of, in connection with or caused by the Hirer's use of the Room/s.
5. The Hirer indemnifies the Association from and against all claims, demands, actions, costs and expenses arising out of, in connection with or caused by the Hirer's use of the Room/s.
6. The Hirer agrees to reimburse the Association for the full cost of repairing any damage caused to the Room/s, its facilities and any other property owned by the Association.
7. The Hirer agrees to notify the Association of all injuries or damage arising out of the Hirer's use of the Room/s within 7 days of becoming aware of the injury or damage.
8. The Hirer acknowledges receipt of the Conditions for Hire of the room/s and agrees to those conditions.

Signed for the Hirer:

Name:

Address:

Postcode:

Telephone:

Email:

Date:

 / /

Signed for the Association:

Name:

Title:

Office use only

Room Hire Fee: Bond: Deposit Paid

£ [] + £ [] - £ []

Total Remaining: Due on: Bar Requested:

£ [] [] / [] / [] YES:

Balance paid on [] / [] / [] NO:

Bond returned on [] / [] / []

* Delete as appropriate.

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