



1. Parties

1.1 **The Charity:** RIVER CHURCH

1.2 **The Hirer** (Name of Organisation/Individual/Representative):

Address:

Telephone: Mobile: Email:

2. Purpose of Hire (Activities):

.....

3(a) **Date of Hiring:** Commencing

End date

(b) Number of sessions: Frequency:

Day of wk:

4. Booking Requirements:

Setting up time	Activity time (from-to)	Clearing up time

5. **Hiring Fee:** £ per hour Cheques made payable to 'River Church'

6. **Key Deposit:** £ 20 to be refunded on return of building keys

7. **Terms** - The Hirer agrees to observe and perform the terms and conditions contained or referred to in the attached Standard Conditions for Hire. The Charity permits the Hirer to use the Premises (as defined in the attached Standard Conditions for Hire), for the "Purpose of Hiring" and for the times described above, subject to the Hiring Fee and Deposit being paid and the Standard Conditions for Hire being observed and performed.

8. **Cancellation of bookings** must be given in writing (letter or email to Hubmanager@thejourney.org.uk). If the Hirer needs to cancel a booking, for whatever reason, he/she will then become liable to pay River Church a cancellation fee as follows:-

If cancelled	Hirer charge will be
7 days or more before the scheduled booking	No charge.
Less than 7 days before the scheduled booking	Full hire cost will be payable.

I have read and understood the conditions of hire and agree to adhere to them whilst using the premises

Signature: **Print Name:** **Date:**

Please return this form and payment to:

The Hub Manager, Forest Estate Community Hub, 57 Larchwood Drive, Englefield Green, TW20 0SL