



# HIRING AGREEMENT

THIS AGREEMENT is made on the date (1) and between the COMMITTEE (2) and THE HIRER (3) named below whereby in consideration of the sum(s) mentioned (4).

THE COMMITTEE agrees to permit the Hirer to use the premises (5) for the purposes (6) and for the period(s) (7) described below:-

1 Date \_\_\_\_\_

2 Toft People's Hall Management Committee,  
c/o Toft People's Hall Booking Secretary,  
Mrs Sally Roberts, 52 School Lane, Toft, Cambridge, CB23 2RE  
Telephone: 01223 262895      Email: [tphbookings@toft.org.uk](mailto:tphbookings@toft.org.uk)

3 The Hirer: \_\_\_\_\_

(a) Organisation \_\_\_\_\_

(b) Authorised Representative \_\_\_\_\_

(c) Address \_\_\_\_\_  
\_\_\_\_\_

(d) Telephone No \_\_\_\_\_

(e) Email \_\_\_\_\_

4 Hiring Fee: \_\_\_\_\_

5 Premises: Please indicate with a tick.

Entire premises     Main Hall     Small Hall     Kitchen  
 Green Room     Millennium Room     Digital Projector

6 Purpose of Hiring \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7 Period of Hiring: Date(s) \_\_\_\_\_

8 Hours: From.....To.....

**N.B. Please note that all functions must be terminated by midnight.**



**To be completed if you are an organisation who provides activities/clubs for Children and Young People**

- 1 Does your organisation have an approved Child Protection Policy in place? **Yes/No**
- 2 Have all volunteers and staff had checks undertaken in compliance with The Protection of Children Act 1999, The Children Act 1989 and part V of the Police Act 1997? **Yes/No**

**Failure to have an appropriate policy in place or for an organisation not to complete and sign may result in Toft People's Hall Committee refusing the application.**

Please complete and return to the booking secretary at:

Toft People's Hall Management Committee,  
c/o Toft People's Hall Booking Secretary,  
Mrs Sally Roberts, 52 School Lane, Toft, Cambridge, CB23 2RE

or email: [tphbookings@toft.org.uk](mailto:tphbookings@toft.org.uk)

Signed by the parties:

I have read the Conditions of Hire

*The Conditions of Hire are available to download or read online at [www.toft.org.uk](http://www.toft.org.uk) from the Toft People's Hall page*

Hirer

Date

Toft People's Hall Management Committee.

Date