

**UNITY COLLEGE
HIRE AGREEMENT FORM**

Name of Organisation.....

Name of Contact Contact No.

Today's Date Mobile No

Address.....

Invoice Name and Address (if different from above).....

Type of Function.....

Estimated Number of persons to be on the premises: Adults:..... Children:

Accommodation / Facility	Start Date	End Date	Start Time	End Time	Total Hours	Delegate number	Cost/hour (delegate)	Total Cost

Please Specify additional requirement (see price list or price on application)

The Start and Finish Time you have stated will be the time you arrive/depart. You may not start or continue your function outside these times.

SMOKING IS NOT ALLOWED ANYWHERE ON THE COLLEGE PREMISES

ALCOHOL cannot be consumed on College premises without prior permission

I/WE will **not** sell alcohol on the College premises.

I/WE will **not** allow underage drinking to children under 18 years during the hire, on the College premises.

I understand that the College reserves the right to cease the letting at any time without giving reasons.

I hereby acknowledge that I have read and understand the 'Conditions of Use' which I have retained, which solely govern the provision of all services supplied by the Authority and I agree to be bound by such conditions.

I/WE attach a copy of our public liability insurance.

Unity College reserves the right to cease the letting/hire immediately if the hirer breaches the 'terms and conditions of hire'

I/we wish to book UNITY COLLEGE premises/accommodation as above and enclose a 15% non refundable deposit. I understand that additional charges may be imposed by the College if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time. **The Cheque enclosed has been made payable to 'Unity College'**

Signed :Name (please print clearly):..... PO Number.....