

# Pensnett & District Community Association

High Street

Pensnett

DY5 4JQ

01384 79521



## GROUP HIRE AGREEMENT

1. I agree to hire the **main hall/committee room/back room** at Pensnett Community Centre **weekly/monthly** (delete as appropriate on **(day)** from **(time)** to commence on **(date)**). The sum for the hire of your chosen room is £  per hour. I agree to pay weekly in cash or monthly on receipt of an invoice. If you require the room on a Bank Holiday Monday this will incur an additional charge of £10.00 for each opening.
2. The committee will review its pricing structure annually and may increase the hire charge as is necessary.
3. **One weeks' notice** of cancellation of a weekly class must be given. **One month's notice** must be given should you wish to terminate the class/hire of the room. The Association reserve the right to terminate the group at any time should it be deemed necessary (e.g. breach of this agreement, non-payment of fees, damage to building).
4. The premises must be left in a clean and tidy condition. Any furniture used by the group (e.g. tables/chairs) must be put back where they were found. If you would like us to do this for you then it can be arranged at the time of booking for an extra charge.
5. **THE PREMISES MUST NOT BE LEFT UNATTENDED AT ANY TIME. YOU MUST WAIT FOR THE CARETAKER TO ARRIVE AT THE END OF YOUR SESSION BEFORE YOU LEAVE.**
6. The office or Caretaker must be informed if the class is unable to meet. Rent will be required if 1 weeks' notice of cancellation is not received.
7. Please note as a condition of group hire, you will be required to ask each member of your group to become a member of the Community Association by paying a yearly subscription which is due at the beginning of Sept each year. The current membership is £2.00 per year.
8. **SMOKING IS NOT PERMITTED IN THE BUILDING OR THE GARDEN AREA.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CLASS/GROUP \_\_\_\_\_ APPROX. NUMBERS ATTENDING \_\_\_\_\_

Reviewed 09/2019

**Chairperson:** Mrs Z Blackmore **Secretary:** Mrs E Blakeway **Treasurer:** Mrs S Greenaway

**REGISTERED CHARITY NUMBER: 522618**