



SURLINGHAM PARISH COUNCIL

PARISH HALL EQUIPMENT

Conditions of Hire

The term COUNCIL shall mean Surlingham Parish Council or its authorised representative, the term HIRER shall mean an individual hirer or the authorised representative.

1. THE HIRER will, during the period of the hiring be responsible for supervision of the equipment, care, and safety from damage however slight or change of any sort.
2. THE HIRER shall not use the equipment for any purpose other than that for which it is intended and shall not sub-hire the equipment to be used for any unlawful purpose or in any unlawful way.
3. THE HIRER shall indemnify the Council for the cost of repair of any damage done to any part of the equipment which may occur during the period of the hiring as a consequence of the hiring.
4. THE HIRER will be responsible for retrieving and returning the equipment to the Parish Hall on the day of hire where practicable
5. At the end of the hiring, THE HIRER shall be responsible for returning the equipment in a **clean and tidy condition**, and returned to their usual positions properly replaced.

Purpose of Hire:

Date of Hire:

Details of equipment required:

Chairs No:

Tables No:

Crockery:

Marquees:

Hirer's Name:

Address:

Telephone Number:

Deposit £20.00

Hirer's Signature:

Date:

On behalf of Surlingham Parish Council:

Date: