

UNITARIAN MEETING HOUSE, Churchgate Street, Bury St Edmunds, Suffolk IP33 1RH

HIRE AGREEMENT
(please print responses clearly)

New "Terms and Conditions of Hire" written in March 2015 are applicable to this hire agreement. It is important that you read them carefully as there are important changes which may effect your decision as to whether this lovely old building is suitable for the event you are planning. You are also advised to view the premises before deciding.

Name of hirer and organisation:

Type of Event: Please give details e.g's wedding and wedding reception, concert, lecture :

Date(s) of Event:

Arrival Time/s (Please include time needed for setting-up)

Departure Time/s: (Including clearing up to vacate promptly by the end of your hire period)

Number of people expected: People means everyone, maximum capacity for your type of event is in the Terms and Conditions of Hire.

Are you providing music or entertainment? Please give details e.g. Live Band with own equipment.

Will alcohol be available during the event: YES/NO

If YES, a responsible person has to be named as agreeing to be present at the event and in control of the supply of alcohol. They must read and agree to abide by the Terms and Conditions of Hire under Licences.

Name, address and mobile number of the nominated responsible person:

Alcohol will be sold, served or provided between the hours of:

The following equipment is available for use/hire. For some there is a small charge. Please indicate which you require:

Digital piano: YES / NO PA system and hearing loop: YES / NO

Use of kitchen: YES / NO Use of crockery, cutlery, glasses: YES / NO

Theatre spotlights (only for performances not general hire): YES / NO

The Unitarian Meeting House is managed by the Trustees of the Unitarian Meeting House exempt charity.

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INVOICE to be sent to:

(print name):

Address:

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Tel/mobile number: Email:

Please fill in and sign two copies, one to be retained by the hirer for reference.

One to be returned to UMH Hire at Shires, 9 Guildhall St, Bury St Edmunds, IP33 1PR either by post or by hand.

I have read and agree to abide by the Hire Terms and Conditions March 2015

Signed: (hirer)

Print name:

Date:

Email address: Tel. / Mobile No.

Enquiries should be to Unitarian Meeting House Hire at Shires. Make clear you are contacting them about Hiring the Unitarian Meeting House. Only open office hours 9am to 5pm Monday to Friday. Tel: 01284 760770 E-mail: bury@shiresresidential.com

Contacts for emergencies during your hire of the Unitarian Meeting House:

Caretaker 078243 64933

Manager 075149 27049