



Agreement to Hire – Single Hire

Name of group:		Group Contact 1:	
		Second Contact 2:	
Address:			
Tel 1:			
Tel 2:			
Email 1:			
Email 2:			
Dates required :		Hours Required:	
Room/s:			
Normal Rate:		Cleaning Deposit:	Date received:
Numbers (required at least 7 days in advance of Bar):			
Bar Deposit:	Date received:	Extra Charges:	
Signed:		Signed:	
Name:		Name:	
Date:		Date:	
N.B. All signed contracts must be accompanied by a deposit within			

Email: bookings@eltoncommunitycentre.co.uk Tel: 07496047760
accounts@eltoncommunitycentre.co.uk



ELTON
COMMUNITY
CENTRE

14 days of enquiry. Balance must be paid in full 14 days in advance along with any bar and cleaning deposits or the event will not be allowed to go ahead. The cleaning deposit will be returned on inspection of the room by a member of staff or the committee within 7 days of Hire.