



The Open Doors Project - Serving the Community

Hiring Conditions and Booking Request

Thank you for your interest in hiring the Open Doors room. Please complete the form below to confirm details of your event and your agreement to the Conditions of Hire.

Name of Hirer _____ Organisation _____

Hirer's Address _____ Postcode _____

Tel _____ E mail _____

Type of function _____

Date(s) requested _____ Time(s) requested _____

Minimum Cost: £10 for two hour session. Additional hours £5/hour Number of hours _____ Total £ _____

Cheques payable to The Open Doors Project – St Cleer

Terms for commercial use or multiple sessions are subject to separate agreement.

Conditions of Hire

- 1) The Hirer shall be responsible for unlocking and locking the room.
- 2) The Hirer agrees to ensure prompt payment, no later than seven days after each session.
- 3) The Hirer agrees not to disclose The Key Safe Code to any other person.
- 4) The Hirer agrees to leave the room in a clean and tidy condition and to turn off all lights and heaters.
- 5) The Hirer agrees to report and pay for any damage to furniture or equipment.
- 6) The Hirer agrees to leave the dehumidifier(s) switched on, *as found*.
- 7) The Hirer agrees to abide by the above conditions and the Health and Safety Policy displayed.
- 8) The Open Doors Project Management Committee reserves the right to impose a surcharge for any lighting or heating equipment left switched on.
- 9) The Open Doors Project Management Committee reserves the right to change these terms and condition after notice.

I agree to the Conditions of Hire (on behalf of the organisation)

Signature _____ Organisation _____

Please return the completed form to David Hambly, 28 Kilmar Way, Saint Cleer, Liskeard, PL14 5LY
Tel: 01579 344498 E mail: dwhambly@btinternet.com

NB: The booking is not confirmed until the tear off slip below is returned to the Hirer

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Confirmation of Booking

To: Hirer _____ Organisation _____

Your booking(s) for date(s) _____ & time(s) _____ is confirmed.

Minimum Cost: £10 for two hour session. Additional hours £5/hour Number of hours _____ Total £ _____

Unless pre-paid, please send your payment to David Hambly within seven days of the session.

Thank you for using Open Doors.