



MSG Community Centre Corporate Hire Form

Name of Hirer and company name:	
Type of class or services offered:	
Main Hall or Meeting Room (please state which):	
Commencement date & start and finish time of class:	
Frequency – daily/weekly/monthly/ other (please state which):	
Address:	
Telephone Number:	Mobile number: Email:
Hire Charges	Main Hall £10 per hour before 5pm Monday to Friday Main Hall £12 per hour after 5pm Main Hall £15 per hour at weekends Meeting Room £8 per hour at any time Security Deposit - £50
Signed by Hirer – by signing this form you agree to our Terms & Conditions of Hire	Signature: Name: Date:
Approved by MSGCA	Signature: Name: Date:
	<i>Please return this form by email to msgcommunitycentre@gmail.com together with your insurance certificate.</i>
Insurance certificate received by MSGCA YES/NO	Room hire will be invoiced monthly in advance for the hours booked for that month. Payment is due by BACS within 14 days of the date of invoice. Cancellation less than 1 month before the date of the booking will be charged. (Consideration of certain unforeseen circumstances may be taken into account by the Trustees whereby the hire charge could be waived).
	Middleton St George Community Centre, Station Road, Middleton St George, DL2 1JG, Tel: 01325 520702 E: msgcommunitycentre@gmail.com Registered Charity Number 506724