



## MSG Community Centre Corporate Hire Form

Name of Hirer and company name:-	
Address:-	
Contact details:-	Mobile number: Email:
Hire of Main Hall or Meeting Room (delete as appropriate)	
Title of class or event:-	
Commencement date:-	Start and finish time ( <i>include time to set up, clean &amp; return the space to its original setting</i> ):-
Frequency (delete as appropriate):- daily/weekly/monthly/term time only. If term time only please state dates of hire:-	
Potential number of attendees:-	
Hire Charges:-	<b>Main Hall £12 per hour before 6pm Monday to Friday, £14 per hour after 6pm, £17 per hour at weekends. Meeting Room £8 per hour at any time. Security Deposit - £50.</b>
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 in full.	
<b>Signed by Hirer – by signing this Hire form you confirm that you have read and agree to MSGCA’s Terms &amp; Conditions of Hire.</b>	
Signature:	
Name:	Date:
<b><i>Please return this form by email to <a href="mailto:msgcommunitycentre@gmail.com">msgcommunitycentre@gmail.com</a> together with a copy of your insurance certificate, PPL PRS licence, Safeguarding policy and any other legal document required to carry out your class/activity. We will email a Confirmation of Hire once all documentation has been received by MSGCA. Please note that hire cannot commence until we have copies of all your required documentation.</i></b>	
Middleton St George Community Centre, Station Road, Middleton St George, DL2 1JG, E: <a href="mailto:msgcommunitycentre@gmail.com">msgcommunitycentre@gmail.com</a> <a href="http://www.communitycentre.co.uk">www.communitycentre.co.uk</a> Registered Charity Number 506724	