

CONTRACT No .....

**AGREEMENT FOR THE HIRE OF PREMISES**

THIS AGREEMENT is made on ..... Day of .....

BETWEEN

Theatre Arts Action Trust trading as Headgate Theatre (“The Venue”) and the person(s) or body named in paragraph 1 below (“the Hirer”)

Whereby in consideration of the sum(s) mentioned in paragraph 4 below, the Venue agrees to permit the Hirer to use the premises, or part of the premises, as designated in paragraph 3 for the activity/purpose as set out in paragraph 2, subject to acceptance of and adherence to the Standard Terms and Conditions of Hire which form Schedule 1 to this agreement and provision of supplementary information requested in Schedule 2 as appropriate

1. Details of Hirer

Name of the Hirer (the hirer must be over age 18):	
Hiring group or organisation	
Address of Hirer	
Name of Contact:	
Telephone Nos. of Contact	
Email	
Mobile telephone??	

2. Proposed Activity

Nature of Hirer’s Activity (Title of play if appropriate):	
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3. Details of Area to be Hired

Area	Dates	Times

4. Detail of Charges (to include get in/get out times)

Area	Duration	Rate	Total
Miscellaneous			
		Total Charge	
		Deposit or advance payment	

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5. Details of Hirers Insurance (to be completed by any Hirer who is operating on a commercial basis) Purely selling tickets does not mean operating on a commercial basis

Insurer	Policy type and policy reference	Expiry date

6. Payments to the Venue

Any advance payments to the Venue specified in paragraph 4 shall be made by means of electronic transfer using the details below: **Please be sure to quote the contract number above as the reference.**

Account name	Bank Sort Code	Bank Account Number
Headgate Theatre	40-18-04	51611216

7. Payment of monies due to the Hirer

Where applicable, the Venue will make payment of any monies due to the Hirer after the activity has ceased by way of bank transfer. Please provide below the bank details to which any payment should be made.

Account name	Bank Sort Code	Bank Account Number

The Hirer agrees with the Venue to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Venue's "Standard Conditions of Hire" for the time being in force as annexed hereto together with the special conditions set out in the Schedule hereto (if any).

It is hereby agreed that the Standard Conditions of Hire attached as Schedule 1, together with the information required in the Schedule hereto shall form part of the terms of the Hiring Agreement unless specifically excluded.

Failure to provide the information in a timely manner that is required in Schedule 2 attached to this agreement may result in a refusal of booking

The Hirer declares that the information given in this Agreement is correct to the best of his/her knowledge and acknowledges that any misstatement or misrepresentation will invalidate the Agreement. The issue electronically by the theatre and the return by the hirer either electronically or in paper form, constitutes an agreement.

Signed

for Theatre Arts Action Trust

Date.....

Signed (Hirer) .....

Date.....