

**ROOM HIRE AGREEMENT**

We are a voluntary organisation and have limited funds and therefore it is necessary for us to take utmost care of our facilities and keep it in working order and suitable condition. Our charges for hire facilities and other conditions are mentioned overleaf.

You are required to read the following and sign below in acceptance.

Name of Organisation.....  
 Address.....  
 Name of Contact Person.....  
 Tel Number.....  
 Email.....

On behalf of the organisation, we accept liability:

1. For keeping the rooms clean and tidy after use.
2. For damage of any electrical appliance used by us and agree to pay in full and charges levied by you, within seven days of your written request.
3. For keeping the noise /disturbance at a minimum level.
4. For not entering any other room/area of the building which has not been hired by us.

We understand:

1. There is no alcohol or smoking allowed in the building.
2. Harassment of staff members will not be tolerated.
3. We shall abide by your health and safety regulations.

Signature of Authorised Signatory.....  
 Name..... Position.....

On Behalf of Shama Women's Centre

Managers Signature.....  
 Name.....  
 Date.....

**For Office Use Only**

Requested hire of.....	Date/s.....	
Deposit Amount.....	Date Received.....	Signature.....
Balance Due.....	Date Paid.....	Signature.....
Payment Details	Invoice/Cash/Cheque	