

JOHN HODGES TRUST FOR HARPSDEN HALL

Registered Charity No. 304312

APPLICATION FOR HIRE OF HALL

Name of Applicant: _____

Address: _____

_____ Post Code: _____

Telephone No: _____ Email: _____

Name of Group for whom application is made: _____

Purpose for which letting is requested: _____

Please state precisely what facilities are required [including kitchen]: _____

_____ Date[s] required: _____

Time required [including time to set up and clear up]: From: _____ To: _____

Hiring Fee: _____

Cheques to be made payable to Harpsden Hall Trust

A deposit of £100 in the form of a cheque made payable to Harpsden Hall Trust is required for weekend evening events. This deposit will be refunded to hirer if the Hall is vacated by midnight. Please see over for details.

If this application is approved, I undertake to pay the appropriate charges and to observe the **Letting Conditions** printed overleaf. My signature below indicates my acceptance of the Letting Conditions.

- **I undertake to appoint a Steward to see that the Fire Exits are kept clear at all times and I acknowledge that NO SMOKING IS PERMITTED.**
- **I agree to remove all rubbish caused by my hiring**

I undertake to see that order is maintained on the premises, to make good and pay for any damage to the premises or furniture, fixtures and fittings in consequence of the hiring and to leave the premises in at least as clean and tidy condition as at the commencement of the hiring.

I also undertake to indemnify and keep indemnified Harpsden Hall Trust against all claims arising out of this Letting whether made by third parties or otherwise. [Hirers may like to bear in mind that it should be possible to insure against their risks at modest premiums with a reputable insurance company].

Signature of Applicant over 18 years of age: _____

Date: _____

Please return to: Mr Marcus Hooker, Caretaker

**1 Hall Cottages, Harpsden,
Henley-on-Thames, RG9 4HH
Telephone: 01491 572899**