

BOOKING REQUEST HIRE AGREEMENT

1 January – 31 December

2025

PARTIES TO THIS AGREEMENT:

This agreement is between the Hirer, henceforth referred to as the "User", "Hirer" or "Group", and Highbury Community House Incorporated, henceforth referred to as the "Highbury House", "House", or "HCH".

Please note: an email will be sent accepting or confirming your booking, and advising any specific terms and conditions of hire relevant to your booking.

HH uses the SKEDDA Booking System (in-house only at this time): <https://support.skedda.com/en/collections/37147-legal>

Nature of Activity:	
PLEASE TICK APPLICABLE:	
1) []	Arts & Cultural Events
2) []	Mental Health & Wellbeing
3) []	Fitness/Sports & Recreation
4) []	Government meetings
5) []	Meetings
6) []	Private events
7) []	Other:
HOW DID YOU HEAR ABOUT US?	
PLEASE TICK APPLICABLE:	
[]	Highbury House Website
[]	Facebook
[]	Instagram
[]	Have Hired Before
[]	Google Search
[]	Council Website
[]	Word of mouth
[]	Other:

Group Name:	
Expected # of participants:	Room Preference (if any):
Do you have a SKEDDA booking account? "Yes or No"	
[] Casual Hire: Date required:	
Mo / Tu / We / Th / Fr / Sa / Su / Various through 2025 []	
Times required - In: _____ Out: _____	
<i>(minimum 1 hour, on the hour or half hour and 30 minute increments thereafter)</i>	
[] Regular Hire: Mo / Tu / We / Th / Fr / Sa / Su	
Start Date:	2025
End Date:	2025 (last day of hire)
Times required - In: _____ Out: _____	
<i>(minimum 1 hour, on the hour or half hour and 30 minute increments thereafter)</i>	
Will you be using your room during school holidays? Yes / No	

If requirements don't fit neatly into above boxes complete what you can and email specific details

PLEASE NOTE ALL AFTER HOURS BOOKINGS REQUIRE OUR LOCK BOX AND ALARM DETAILS, PLEASE ENSURE YOU CONTACT US PRIOR TO ARRANGE!

Name of Person Responsible for Hire: (invoice to go to)	
Email Address: We subscribe all hirers to the e-newsletter. You have the option to unsubscribe at any time.	
Physical Address:	Post Code:
Mobile Number:	Landline:
Name of Person who will be on site and in charge of group: (if different from above)	
This person's email address:	Phone #:

I agree to the Terms and Conditions of Hire, the Cancellation Policy, Health & Safety Procedures, the use of my Skedda Account or the creation of one for booking system purposes, and to make payment.

Signed:	Date:
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