

**ST MICHAEL'S COMMUNITY CENTRE**

St Michael's View  
Long Lane, Flordon  
Norwich  
Norfolk NR15 1RP  
Reg. Charity No: 1143698

<p align="center"><b>Booking Secretary contact details</b></p> <p>Jimmy Lockhart Church Meadow, Long Lane, Flordon Norwich NR15 1RP Tel: 01508 471888 Email: jimmylockhart@benburgess.co.uk</p>
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**ROOM HIRE AGREEMENT**

THIS AGREEMENT is made on the (date) \_\_\_\_\_ between FLORDON COMMUNITY TRUST (FCT) (1) and the HIRER (2) as described below:

(1) Flordon Community Trust Management Committee (FCT)

Authorised representative :

(2) Hirer:

(a) Organisation (if appropriate):

(b) Name of organisation's authorised representative, or individual Hirer:

Address:

Tel No:

Email:

**AGREED** as follows:

1. This Hire Agreement is subject to the FCT Standard Conditions of Hire, any Special Conditions of Hire, and Fire Regulations supplied with this form (or for regular Hirers already supplied).

1.1. Period of hire: Date(s)

Hours From:

1.2. PURPOSE OF HIRE:  
This will be a private/public event (delete as appropriate)

1.3. HIRE FEES:  
Total Fee: £

Deposit: £

The deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises. NOTE: Cheques should be made payable to "Flordon Community Trust". Two cheques are required – one for the deposit of £20 and one for the total hire fee. N.B. For block bookings, a list of dates and times should be attached and payment is required before then commencement of each individual hiring or as agreed with the booking secretary.

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LONG LANE  
FLORDON, NORFOLK NR15 1RP  
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**Special Conditions** (Write "None" if none applicable):

As Witness the hands of the parties hereto:

Signed by the person named at (1) above, duly authorised, on behalf of the FCT Management Committee

Signed by the person named at (2)(b) above, duly authorised, on behalf of the organisation named at (2)(a) above where applicable.