**Y Stiwdio Booking form and Hire Agreement**

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| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Dates and Times of Hire (please ensure this includes time for setting up and clearing down)** |  |
| **Total cost at £10 per hour** |  |

This is an agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Y Stiwdio.

**Cancellation policy:**

* If cancelled a week or more in advance there will be no charge.
* If cancelled 6 days or less from hire date we will charge half the total amount.
* If cancelled on the day the full amount will be charged.

**Use of the space:**

* The hirer agrees to ensure the space is left clean and tidy as we found it. There is a broom, cloths, surface spray etc on site for this purpose.
* The hirer agrees to provide their own equipment and resources for the session unless by prior arrangement.
* Tables and chairs can be arranged and used as needed – please return them as you found them.
* Hot water, mugs, tea and coffee is available, but we ask that you (the hirer) supply your own milk.
* We do have a projector available; this can be hired by prior arrangement.
* There is a toilet on site – it is a compost toilet – please ensure the instructions in the toilet for disposal of toilet paper are followed by your group.
* We have plug sockets / electric available for you to use on site.
* There is a first aid kit on site – any incidents should also be reported to stiwdio@cwmarian.co.uk
* Only park in the designated parking areas on either side of the building or outside the chapel. Do not park outside any residential houses.
* All recycling will be sorted using our boxes. Any non-recycling will be taken with you (the hirer).
* We will send instructions for key collection and payment with confirmation of receipt of this form.

**Capacity:**

* We have tables and chairs for 24 people.

**Payment:**

* Can be paid by BACs or by card.

The hirer is responsible for the health and safety of their group on site.

Please ensure all members of your party behave in a responsible and thoughtful fashion. We are really proud of our community building and want to ensure it can continue to be used by everyone.

Signed: …………………………………………………………………….. Date: …………………………………………