

# MONK HESLEDEN PARISH COUNCIL

## Hire of Blackhall Resource Centre

68 Middle Street

Blackhall

TS27 4EA

Tel: 0191 5184900

Fax: 0191 5879848

Training Room 1 (seats 4/6) £8.00 per hour

Training Room 1 & 2 (seats 18/20) £15.00 per hour

Use of kitchen £5 per hour

Tea, coffee & biscuits: £1.00 per head

Name of Hirer .....

Address .....

Invoice address if different.....

Telephone number..... email .....

Dates of Hiring .....

### Room Requirements

	Training Room 1 £8 per hour	Training Rooms 1 & 2 £15 per hour	Use of Kitchen £5 per hour
Time required (from and to)			
Number of hours			

Special requests.....

Refreshments required. Yes /No

Number of persons.....

Signed .....

Date.....

# Blackhall Resource Centre

## Conditions of Hire

1. Fees to be paid prior to or on day of booking.
2. Block bookings will be invoiced on a quarterly basis, to be paid within 14 days of receipt of invoice.
3. The Parish Council reserves the right to increase charges and alter conditions.
4. The Parish Council reserves the right to charge for any damage caused to the premises or facilities.
5. The Parish Council do not accept responsibility for loss or damage to personal items.

Parish Council use only:

Diary		Balance Due	
Date of Invoice		Balance Paid	
Date of Receipt		Receipt number	