

**Application/Contract to hire Stafford Hall, Westwood, Peterborough**

1.Title	Stafford Hall Operation Committee (PNS)
Chairperson/ Booking clerk	Mr Keshab Khatiwada, Trustee, PNS. Tel: 07958452503 <a href="mailto:keshukhatiwada@yahoo.com">keshukhatiwada@yahoo.com</a> Mr Bishnu Thapa, Chairperson, PNS. Tel: 07578586630 <a href="mailto:bishnubt@gmail.com">bishnubt@gmail.com</a> Mr Yubaraj Dhakal General Secretary, PNS Tel: 07889 738911 <a href="mailto:yubarajdhakal74@gmail.com">yubarajdhakal74@gmail.com</a>
Contact Details	<a href="mailto:pnsuk.org@hotmail.com">pnsuk.org@hotmail.com</a>
	Visit to Stafford Hall at Westwood on every Saturday and Sunday - 09:00 am to 11:00 am Can visit Stafford Hall in Weekdays by appointment only.

This agreement is made between the Stafford Hall Operation committee and the hirer named below whereby in consideration of the sums mentioned in section (3). The committee agrees to permit the hirer to use the premises for the purpose (5) and for the period as mentioned in the section (6), under terms and conditions as mentioned in the section (7).

2. Hirer or organisation's full name	
Contact Address	
Contact Tel number	
Email address	

3. Hiring total Fee	£	
Deposit (required on reservation). The booking will only be provisional and subject to rehire if the deposit is not paid at booking)	£	
Refundable deposit	£	
Total	£	

\*For cancellations, please refer to the cancellation policy on Section 7, page 2.

4. Hiring the hall Gorkha/Everest -with Kitchen	Yes	No
Hiring Yeti Meeting room	Yes	No
Hiring outside open space	Yes	No

5. Purpose of hire	

6. Date required	
Start time	
Finish time	

The hire charge will be payable 14 days prior to the date of the booking or at the time of booking if less than 7 days for booking request. The deposit will be refunded within 7 days following the hire subject to meeting the criteria. Failure to adhere the requirement as set upon in terms and condition may result in retention wholly or in part of the refundable deposit.

Signed:

Dated:

It is a condition of hire and a legal requirement that you sign below to confirm you have read and understood the Stafford Hall hire terms and condition as mentioned in Section 7, along with evacuation procedure and agree to the current guidelines. Details Hall hire terms and conditions are available on PNS website <https://pnsuk.org>

Signed

Date