**Please forward completed form to**: D’Eynsford Tenant Management Organisation, 38 Mary Datchelor Close, Camberwell, London, SE5 7AX or email deynsford@gmail.co.uk . Please call : 020 75250745 for any further information.

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| --- | --- | --- | --- | --- | --- | --- |
| HIRER DETAILS | | | | | | |
| Group/Organisation |  | | | | | |
| *Please select most relevant category:*  Commercial Organisation  Event  School  Government  Not-for-Profit  Charity  Resident | | | | | | |
| Contact Name |  | | | Mobile | |  |
| Phone (work) |  | | | Phone (home) | |  |
| Email |  | | | | | |
| Address |  | | | | | |
| BOOKING DETAILS | | | | | | |
| Event/Activity Name |  | | | | | |
| Anticipated Attendance |  | | | | | |
| Event Date(s) |  | | | | | |
| Event Start Time |  | | Event Finish Time | |  | |
| *Please provide a brief description of your event below:* | | | | | | |
| COST OF HIRE (£30 p/h for Private Hire, £20 p/h for charities or non-profit) | | | | | | |
| Number of Hours requested to hire |  | | | | | |
| Cost per hour |  | | | | | |
| Total Cost |  | | | | | |
| **DECLARATION** | | | | | | |
| General  * These *Terms and Conditions of Hire* represent the requirements of the D’Eynsford TMO (DTMO) for hire of the community room. * DTMO reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Hirer.  Confirmation of booking  * When the Hirer requests a booking, DTMO will issue an acknowledgement by email. * A confirmation of the booking will be provided to the Hirer via email.  Damage to equipment The Hirer is responsible for any damage or loss to the Community Room or equipment that may occur while the room is under hire and undertakes to promptly compensate DTMO upon request. DTMO will inspect the room upon return and the hirer will be informed of any issues. Disclaimer DTMO, its employees, officers and/or agents, accepts no liability relating to the hiring of the Community Room.  The Hirer must indemnify DTMO against any liability, loss, claim or proceedings arising under any statute or at common law in respect of any injury, loss or damage to property, real or personal, or in respect of personal injury to, or death of, any person, arising out of or in the use of the hire of the Imagination Playground. Further information For further information, please contact: **D’Eynsford Tenant Management Organisation**, 38 Mary Datchelor Close, Camberwell, London, SE5 7AX – Tel: 020 75250745  I have read and understood the ***Terms and Conditions of Hire*** and agree to comply with all conditions set out (Please tick)  SIGNATURE OF HIRER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Office Use Only** | | | | | | |
| Deposit Received: | | Booking Confirmation Date: | | | | |
| Booking Fee Received: | | Booking Ref: | | | | |
| TOTAL : | | Authorised by: | | | | |