



Registered Charity No. 1029170
Jericho Community Centre, 33a Canal Street, Oxford OX2 6BQ
admin@jerichocentre.org.uk – www.jerichocentre.org.uk

Hire form for a single event

The Jericho Community Association agrees to let:

Name _____

Address _____

Tel _____

Email _____

Use the following room/s in the Jericho Community Centre:

Cafe (A2)

Ground floor hall (A1)

First floor hall (B1)

on _____ from _____ to _____

The charge is £ _____

The deposit is £ _____

The hirer confirms that they have received the following documents.

1. The JCA Hiring Conditions for a single event.
2. The JCA Safeguarding Children and Vulnerable Adults Policy
3. The JCA Health and Safety Policy

The hirer confirms that they are responsible for all Safeguarding, Insurance, Health and Safety, licensing and any necessary PPL and PRS music licences. The hirer confirms that prior to the event they will carry out a risk assessment, for which they may consult guidance from the JCA.

Signed

Position in organisation (if relevant)

Signed on behalf of the Jericho Community Association

Name_____

Position_____

Date_____

10/12/2010