Minchinhampton MARKET HOUSE

It's yours – use it and enjoy it!



Minchinhampton Market House CIO Hire Agreement

(updated November 2026)

1 Parties

The Minchinhampton Market House CIO named in clause 3 ("CIO")
The person or organisation named in clause 4 ("Hiring Party")

2 AGREED as follows:

2.1 In consideration of the hire fee described the CIO agrees to permit the Hiring Party to use the premises for the purposes and dates described in this agreement.

3 CIO

Registered Charity No	1180035
Booking Secretary	Martyn Beaufort
Address	Market House Market Square Minchinhampton STROUD GL6 9BW
Email	enquiries@minchinhamptonmarkethouse.co.uk
Telephone No	07906 743518

4 Hiring Party

Name	
Organisation (if relevant)	
Position (if relevant)	
Over 25	Yes ☒ No ☐
Address	
Telephone	
Mobile	
Email address:	

MINCHINHAMPTON MARKET HOUSE CIO
Market Square, Minchinhampton, Stroud GL6 9BW
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www.minchinhamptonmarkethouse.co.uk

Minchinhampton Market House CIO is a charitable incorporated organisation with registered charity number 1180035

5 Premises - The Market House:

Hiring Party to complete	Yes	No
Require use of Main Hall	☐	☐
Require use of Undercroft	☐	☐
Food will be provided	☐	☐
Licence to sell alcohol required?	☐	☐
Commercial Use?	☐	☐
Public or Private Event?	Public ☐	Private ☐

6 Purpose/description of hiring

7 Date(s) required (please tick where appropriate)

Day of week plus start & end dates	Time Slot			Prep Time required? Yes / No	Number of sessions (max 52 wks)
	Morning	Afternoon	Evening		
				No	
				No	
				No	
				No	

8 Conditions of Hire and Licensing

Enter in the right hand column	Yes	No
8.1 The Hiring Party has read and understood and agrees to comply with the conditions laid down in the document, 'Minchinhampton Market House CIO – Standard Conditions of Hire'	☐	☐
8.2 The Hiring Party has read the Authorised Premises Licences (Section 5 of the 'Standard Conditions of Hire') and agrees that they cover all the activities required	☐	☐
8.3 The Hiring Party requires activities not covered by the Authorised Premises Licences (Section 5 of the 'Standard Conditions of Hire'), and has a written consent from the Minchinhampton Market House CIO for a Temporary Event Notice (TEN)	☐	☐

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9 Charges - Hire per Session

		Charge	Yes	No	Number of sessions	Total
Hire charges per session	See Website					
Extras per session						
Projector, screen, PC sound and presenter microphones		£50	☐	☐		
Lighting equipment		£50	☐	☐		
Projector etc and Lighting combined		£75	☐	☐		
Stage sound and mixers	By Arrangement		☐	☐		
Licence to sell alcohol		£20	☐	☐		
EXTRAS MUST BE AGREED AT LEAST TWO WEEKS PRIOR TO HIRE. AFTER THIS WE CANNOT GUARANTEE EXTRAS CAN BE PROVIDED.					Total	

10 Payment

10.1 Please pay by bank transfer to CAF Bank, Account No 00032279, Sort Code 40-52-40

10.2 Alternatively, please make cheques payable to MMH CIO General.

10.3 Please enter your name and invoice number as the payment reference.

Deposit (Refundable):	£
Balance owing:	£
Cheque enclosed	£
Paid by bank transfer	£

11 Named Stewards (Selling Alcohol and Private Parties only)

Role	Name	Contact Telephone	Over 25?	
			Yes	No
Steward			☐	☐
Door Steward (evenings only)			☐	☐
Door Steward (evenings only)			☐	☐

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12 Agreement

12.1 The Hiring Party agrees with the CIO to be present at all times (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

12.2 The Hiring Party agrees to the Minchinhampton Market House CIO – Standard Conditions of Hire as published on the CIO website.

12.3 If selling Alcohol the Hiring Party will complete the separate CIO Alcohol Licence Hiring Agreement and comply with the instructions **including the training of bar staff**.

12.4 Where the hire is for a Private Party, any additional conditions imposed under the Premises Licence or that the CIO deem necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the CIO and the Hiring Party.

12.5 None of the provisions of this Agreement are intended to or will operate to confer any benefit arising under the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

12.6 By signing this document, I confirm:

12.6.1 I have read and agree to comply with all of the above.

12.6.2 I consent to the CIO holding my name and contact details for internal communication purposes.

12.7 Please tell us where you heard of hiring the Market House

CIO:	Hiring Party Representative
Signature: Name: Date:	Signature: Name: Date:

This Hiring Agreement can be completed by:

- Using free Adobe Reader on your computer
- Download, print and fill in by hand

When completed and signed please return (email, post, or by hand) to the Booking Secretary (See details on page 1).

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