

## Hire of Mortimer Fairground

Thank you for your enquiry (etc).

The hire charges for the use of The Fairground to be found on our website [here](#):

***Please note that any hire of The Fairground will be subject to our Terms and Conditions attached and that we will require the applicant to provide the documents listed in them at least 14 days prior to the event/activity/etc date.***

Please provide me with:

- The name and address of individual/organisation/company (etc) applying to hire The Fairground (with company number and/or charity number where relevant), and – if the proposed hirer is not an individual – the name of the individual agreeing the terms on behalf of the prospective hirer.
- A contact email and telephone number, plus a mobile telephone number for use on the day(s) of hire (if different).
- What your proposed event/activity/etc is.
- Which part(s) of The Fairground you wish to hire.
- Which days/dates/times you wish to hire The Fairground.
- Whether you wish to use our electricity supply.

Once I have the information requested above (and please contact me if anything is unclear), I will prepare a formal hire agreement for you/the individual agreeing the terms to sign.