

BARNHAM VILLAGE HALL – ‘SINGLE-EVENT’ BOOKING FORM AND HIRE AGREEMENT

Use this form for a ‘once only’ event. Refer to the Terms and Conditions, Tariff and Explanatory Notes before completing.

1 Person(s) or Organisation wishing to hire Barnham Village Hall:

(a)	Name:			
(b)	Organisation (where applicable):			
(c)	(Name of Organisation's Authorised Representative):			
(d)	Address:			
(e)	Tel:	Mob:	Email:	

2 Date(s) of required hire:

(a)	DD/MM/YYYY	FROM:	00/00	TO:	00/00	HOURS:	
(b)	DD/MM/YYYY	FROM:	00/00	TO:	00/00	HOURS:	
(c)	DD/MM/YYYY	FROM:	00/00	TO:	00/00	HOURS:	
Your preparation and clearing up time must be included above.				(d)	TOTAL HOURS:		

3 Event:

(a)	Description of event:			
(b)	Is the event private, community or charitable?			
(c)	Is the event open to the public?	YES / NO	(d) Is the event commercial?	YES / NO
(e)	Anticipated total number of persons present:			
(f)	Will food be provided?	YES / NO	(g) Will alcohol be consumed?	YES / NO

4 Premises and facilities required:

(a)	Whole of hall:	YES / NO	(b)	Kitchen:	YES / NO	(c)	Bar / meeting room only:	YES / NO
(d)	Cooker:	YES / NO	(e)	Dishwasher:	YES / NO	(f)	Crockery / Cutlery:	YES / NO

5 Payment:

(a)	Number of hours hall required (from 2(d)):	X	(b)	@ £	Per hour
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This document forms an agreement by which Barnham Village Hall Committee agrees to permit the hirer to use Barnham Village Hall for the purpose and date(s) detailed. By signing this agreement the Hirer agrees to abide by any and all Terms and Conditions and is entering a contract that could be used in evidence should the Committee decide that legal action is necessary.

For Barnham Village Hall

Hirer

DD/MM/YYYY

DD/MM/YYYY

(c)	Basic hall hire fees:	£
(d)	Cooker @ £5:	£
(e)	Dishwasher @ £5:	£
(f)	Crockery/Cutlery @ £5 per 25:	£
(g)	Total fee for hire:	£
(h)	Refundable security deposit:	£
(i)	Deposit = (h) + 50% of (g):	£
(j)	Balance to pay	£