

Booking Form for Flitton & Greenfield Village Hall

Date sent.....

Form to be completed and returned to the booking officer within 3 weeks of receipt; thereafter any changes to availability, conditions & rates will apply.

Booking Officer:

Mrs Margaret Lowe, Swyncombe, Wardhedges,
Flitton, Beds MK45 5ED

bookings4villagehall@gmail.com

Tel: 07938 965817

1. Hirer

2. Purpose of hire
Tick where applicable

<input type="checkbox"/> Family Party	<input type="checkbox"/> Wedding reception/Christening
<input type="checkbox"/> Commercial	<input type="checkbox"/> Children's Party <input style="width: 50px;" type="text"/>
<input type="checkbox"/> Charity/Fundraiser	Please state age NB not available for parties for 11-19 year olds
<input type="checkbox"/> Meeting	<input type="checkbox"/> Other (please state)

3. Date required
Please check with the Booking Officer prior to confirming the booking to ensure the Hall is available.

Day of the week	<input style="width: 100%; height: 30px;" type="text"/>	Date (dd/mm/yy)	<input style="width: 100%; height: 30px;" type="text"/>
Time required From (am/pm)	<input style="width: 100%; height: 30px;" type="text"/>	To (am/pm)	<input style="width: 100%; height: 30px;" type="text"/>

Total number of hours required

(Total access time must include setting up and clearing up)

4. Premises & facilities required
(Please tick Yes or No)

	Yes	No
Main hall including kitchen and area in front of the bar	<input type="checkbox"/>	<input type="checkbox"/>
Bar facilities – see separate annex for details required & charges	<input type="checkbox"/>	<input type="checkbox"/>
Special crockery & cutlery (please state no. of settings, max 120).....	<input type="checkbox"/>	<input type="checkbox"/>
Projection system	<input type="checkbox"/>	<input type="checkbox"/>
Stage area	<input type="checkbox"/>	<input type="checkbox"/>

5. Estimated number of people attending (adults & children)

Maximum number of people allowed: 130

6. Hirer's contact details:

Name/Organisation/Group	<input style="width: 100%; height: 30px;" type="text"/>
Address including post code:	<input style="width: 100%; height: 30px;" type="text"/>
Email address:	<input style="width: 100%; height: 30px;" type="text"/>
Contact phone numbers (incl. mobile):	<input style="width: 100%; height: 30px;" type="text"/>

7. Charges

Damage deposit - separate payment required with the signed booking form

£100

This deposit does not represent advance part payment of the hire charges. It will be held until after the function and then returned (if cash or bank transfer) or destroyed (if paid by cheque) provided that, as a result of the hiring:

- The hire ended on time, no additional cleaning is required & the key returned (if provided).
- No alcohol is brought and consumed in the hall without the committee's prior agreement;
- No damage or loss has been caused to the premises, facilities and contents;
- No complaints have been received about noise or other disturbances.

In the event of any minor damage the value of repairs will be claimed and any excess monies refunded. Loss of the key (if provided) will incur a charge of £50.

Hall Hire Charges – Standard fees are:

Hall: Monday to Friday – per hour	08:00-23:45	£13 per hour (minimum 1 hour)
Hall: Saturday or Sunday - per hour	08:00-23:45	£18 per hour (minimum 1 hour)
Hall: Saturday or Sunday - evening	18:00-23:45	£150 evening block booking
Hall: Saturday or Sunday - all day	11:00-23:45	£200 all day block booking

Standard hall charge (based on date & times outlined above)	£
Bar facilities (based on numbers & times outlined in annex, if required)	£
Special white crockery & cutlery (£25 for 60 settings, £40 up to 120 settings)	£
Sunday clear up (before noon) after Saturday booking (£50 if available)	£
Total hire charges due – payment in full is required prior to the hire date	£

Only full payment of both the deposit and hire charges in advance of the event will confirm the booking. Payment is preferred by bank transfer to Barclays bank, payee name "Village Hall (Flitton)", sort code 20-05-74, account no. 73025985 quoting "deposit" or "hire" followed by the hire date. Alternatively, you can pay by cheque made payable to "Village Hall (Flitton)".

Notes:

- A. Please be prompt to meet a representative of the hall management committee to gain access. At the discretion of the committee, a key may be left with the hirer. If not, you must ensure someone remains on site to maintain access at all times during the period of hire.
- B. The function must cease no later than 23.45 hours allowing at least 30 minutes to clear up and the hall must be fully vacated and secured no later than 00.15 hours.
- C. If a key is left with the hirer, then the hirer is responsible for ensuring that all windows and doors are closed and the main door is locked with the key provided. The key must then be left in the post box to the left of the main door. If no key is provided, a member of the committee will return at the end of the hire period and will be responsible for locking up.
- D. None of the provisions of this Agreement are intended to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person not named as a party to this agreement.
- E. Hirers should note in particular that:
 - No ball games, or snow/bubble machines are allowed inside the hall.
 - Inflatables (maximum height 11 feet) must be set up at the main entrance end of the hall, away from the stage, behind the blue marker indicated between the windows.
 - All tables/chairs must be cleaned and left where they were found prior to use. Please do not drag furniture as it can mark or damage the floor and you may be charged for additional cleaning costs.

Declaration

1. I agree to be present during the full hire period (if no key) and to comply fully with this hire agreement.
2. I have read, and agree to abide by, the Standard Terms & Conditions of Hire which form part of the terms of this hire agreement unless specifically excluded by agreement in writing from the hall management committee.
3. I understand that my booking is not confirmed until I have paid the booking fees & damage deposit.
4. I further understand that payment of 50% of the booking fee may be levied on any cancellation within 30 days of the date of hire.

Signed:

Date: