

FLITTON & GREENFIELD VILLAGE HALL
Booking Form (single hire)

Office use only:	
Booking ref	
Date rec'd	

This form must be completed and returned to the booking officer within 3 weeks of confirmation that the required date is available; thereafter any changes to availability, conditions & rates will apply.

Please complete online and email to: bookings4villagehall@gmail.com

or print it out and post or deliver the completed form to our bookings officer: Mrs Margaret Lowe, Swyncombe, Wardhedges, Flitton, Beds, MK45 5ED
 Tel. 07938 965817

1. Hire contact details

Name	
Organisation/Group (if applicable)	
Address (including postcode)	
Email address:	
Contact phone no.:	

2. Purpose of Hire (tick and enter details where applicable)

Children's party (please state age):	<input type="text"/>	<input type="text"/>	Commercial hire:	<input type="checkbox"/>
n.b. Not available for parties for 11-19 year olds			Charity/Fundraiser:	<input type="checkbox"/>
Family party:	<input type="checkbox"/>		Meeting:	<input type="checkbox"/>
Wedding/Christening:	<input type="checkbox"/>	Other (please state):	<input type="text"/>	

3. Hire Date and Times

Please check with our booking officer first to confirm the hall is available.

Day of the week	<input type="text"/>	Start time	<input type="text"/>
Date (dd-mmm-yy)	<input type="text"/>	End time	<input type="text"/>
Total number of hours required (Must include setting up before and clearing up afterwards)			<input type="text"/>

4. Additional Premises & Facilities required

Booking automatically includes the main hall, kitchen and area in front of the bar.
 Please enter details or tick Yes/No for any other facilities required.

	Yes	No
Bar facilities – see separate booking form for details required and charges		
Special crockery & cutlery (if yes, please state number of settings, max 120)		
Stage area (no charge)		
Projection system (no charge)		
Sunday clear-up (before noon) after Saturday night booking (subject to availability)		

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

Fire regulations limit the maximum number of people allowed to 130

6. Hire fees and deposit - **Hire fees and a refundable damage deposit are payable in advance**

Damage deposit – payment is required with the signed booking form	£100
This deposit does <u>not</u> 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: <ul style="list-style-type: none"> - 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 – all 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 hire charge (based on hire dates, times and rates outlined above)	£
Bar facilities (if required, based on numbers & times outlined in separate bar booking form)	£
Special white crockery & cutlery (£25 for 60 settings, £40 for 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	£

7. Payment details

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 cash or cheque made payable to “Village Hall (Flitton)”.

8. Notes

- a. Please arrive promptly 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 (note: £50 lost key charge!). 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 allowing at least 30 minutes to clear up, and the hall must be fully vacated and secured no later than 00:15.
- 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 (top and bottom) with the key provided. The key must then be posted in the secure letter 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 must read the full Terms & Conditions, but 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.

9. Declaration & Signature

- I agree to be present during the full hire period (if no key) and to comply fully with this hire agreement.
- 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.
- I understand that my booking is not confirmed until I have paid the booking fees & damage deposit.
- 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: