

BETLEY & DISTRICT VILLAGE HALL

A Registered Charity

APPLICATION/AGREEMENT FORM TO BOOK THE ABOVE HALL

This agreement is made between the Committee and the Hirer named below in payment of the sum stated

Name of Hiring Organisation/ Authorised representative / Individual* *Please delete as appropriate																											
Purpose of Hiring:																											
Address for Contact and Invoicing Post Code:.....																										
Tel:	e.mail:																										
Date when required: Please state day/date /month/year																										
Times required:	From: To: Times to include preparation, clear up and clean time																										
Premises & Items required: *Please delete as appropriate Tables & 80 chairs are always available. Cutlery and crockery on request. Please indicate approximate quantities of which item you require.....	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Main Hall and kitchen</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Meeting Room only (with access to kitchen)</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>All premises including meeting room</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Use of kitchen keys (£30 charge)</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Bar licence (available via Village Hall - £25)</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Use of glasses/wine cooler/freezer (£15 charge)</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Access to stage required</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Use of -</td> <td style="text-align: right;">Piano *</td> </tr> <tr> <td>- basic stage lights &/or PA (Deposit £25)</td> <td style="text-align: right;">Lights/PA *</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Tables Chairs Crockery..... Cutlery</td> <td></td> </tr> </table>	Main Hall and kitchen	YES/NO*	Meeting Room only (with access to kitchen)	YES/NO*	All premises including meeting room	YES/NO*	Use of kitchen keys (£30 charge)	YES/NO*	 		Bar licence (available via Village Hall - £25)	YES/NO*	Use of glasses/wine cooler/freezer (£15 charge)	YES/NO*	 		Access to stage required	YES/NO*	Use of -	Piano *	- basic stage lights &/or PA (Deposit £25)	Lights/PA *	 		Tables Chairs Crockery..... Cutlery	
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Hire fee Due:	£ To be paid not later than 14 days prior to hire date																										
Reservation fee/Deposit: (cheques payable to Betley Village Hall)	£ Payable with application to secure booking and is non-refundable at discretion of The Village Hall Committee																										
Signature of Hirer/Representative: I have read and agree to abide by the conditions overleaf/attached to email Date: Print Name:																										
Signature of Booking Clerk: e.mail: hallbooking@dianawoods.co.uk or booking@betlevillagehall.org.uk Date: Print Name:																										
For office use – Deposit returned																											