

BETLEY & DISTRICT VILLAGE HALL

Registered Charity 510984

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: NO hiring after MIDNIGHT	From: To:..... Times to include preparation, clear up and clean time which, for a late finishing evening hire, could be an hour the next morning.																										
Premises & Items required: *Please delete as appropriate <i>Tables & 100 chairs are always available</i>	<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 oven, crockery & cutlery (£30 charge)</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td><i>Approximate quantities</i> Crockery..... Cutlery</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></td> </tr> <tr> <td style="padding-left: 100px;">Electric Piano</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td style="padding-left: 100px;">basic Stage Lights</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td style="padding-left: 100px;">PA</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Sale of alcohol (or included in ticket price)</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td><i>If YES, then hirer will need to obtain a TEN (Temporary Event Notice)</i></td> <td></td> </tr> <tr> <td>Use of glasses/wine cooler/freezer (£15 charge)</td> <td style="text-align: right;">YES/NO*</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 oven, crockery & cutlery (£30 charge)	YES/NO*	<i>Approximate quantities</i> Crockery..... Cutlery		Access to stage required	YES/NO*	Use of -		Electric Piano	YES/NO*	basic Stage Lights	YES/NO*	PA	YES/NO*	Sale of alcohol (or included in ticket price)	YES/NO*	<i>If YES, then hirer will need to obtain a TEN (Temporary Event Notice)</i>		Use of glasses/wine cooler/freezer (£15 charge)	YES/NO*
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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@betleyvillagehall.org.uk Date: Print Name:																										
For office use – Deposit returned	NOVEMBER 2019																										