

# APPLICATION/AGREEMENT FORM TO BOOK BETLEY & DISTRICT VILLAGE HALL

Registered Charity 510984

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

<b>Name of Hiring Organisation/                  Authorised representative /                  Individual*</b> *Please delete as appropriate																				
<b>Purpose of Hiring:</b>																				
<b>Address for Contact and Invoicing</b>																				
	<b>Telephone nos</b>																			
	<b>e.mail:</b>																			
<b>Bank details for faster deposit return</b>	<b>Name of account -</b> <b>Sort code -</b> <b>Account nos -</b>	<input checked="" type="checkbox"/> <b>when Returned</b>																		
<b>Date when required:</b>	..... Please state <b>day/date /month/year</b>																			
<b>Times required:</b> <b>NO hiring after 11pm</b>	<b>From: .....</b> <b>To:.....</b> Times to include preparation, clear up and clean time, which, for a late finishing evening hire, could be an hour the next morning.																			
<b>Premises &amp; Items required:</b> *Please delete as appropriate  <i>Tables &amp; 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</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Access to stage required</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>Use of -                      Electric Piano</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>   basic Stage Lights</td> <td style="text-align: right;">YES/NO*</td> </tr> <tr> <td>   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> </table> If YES, then hirer will need to obtain a TEN (Temporary Event Notice)		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	YES/NO*	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*
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	YES/NO*																			
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*																			
<b>Reservation fee/Deposit:</b> To Betley Village Hall, Sort code 01 05 48 Acc nos 43383947 Please put date of hire as a reference.	£..... Payable with application to secure booking and is non-refundable at discretion of The Village Hall Committee																			
<b>Hire fee Due:</b>	£..... To be paid not later than 14 days prior to hire date																			
<b>Signature of Hirer/Representative:</b> <b>I have read and agree to abide by the conditions overleaf/attached to email</b>	..... <b>Date:</b> .....  <b>Print Name:</b> .....																			
<b>Signature of Booking Clerk:</b> e.mail: booking@betlevillagehall.org.uk	<b>Date:</b> ..... Form updated September 2021																			