

# 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

<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>	..... ..... ..... Post Code:.....																										
<b>Tel:</b>	<b>e.mail:</b>																										
<b>Date when required:</b>	..... Please state <b>day/date /month/year</b>																										
<b>Times required:</b> <b>NO hiring after MIDNIGHT</b>	<b>From: ..... To:.....</b> Times to include preparation, clear up and clean time which, for an evening hire, could be 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%;"><b>Main Hall and kitchen</b></td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td><b>Meeting Room only</b> (with access to kitchen)</td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td><b>All premises including meeting room</b></td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td><b>Use of oven, crockery &amp; cutlery (£30 charge)</b></td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td><i>Approximate quantities</i> Crockery..... Cutlery .....</td> <td></td> </tr> <tr> <td><b>Access to stage required</b></td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td><b>Use of -</b></td> <td></td> </tr> <tr> <td style="padding-left: 100px;">Piano</td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td style="padding-left: 100px;">basic Stage Lights</td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td style="padding-left: 100px;">PA (£25 deposit)</td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> <tr> <td><b>Sale of alcohol (or included in ticket price)</b></td> <td style="text-align: right;"><b>YES/NO*</b></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><b>Use of glasses/wine cooler/freezer (£15 charge)</b></td> <td style="text-align: right;"><b>YES/NO*</b></td> </tr> </table>	<b>Main Hall and kitchen</b>	<b>YES/NO*</b>	<b>Meeting Room only</b> (with access to kitchen)	<b>YES/NO*</b>	<b>All premises including meeting room</b>	<b>YES/NO*</b>	<b>Use of oven, crockery &amp; cutlery (£30 charge)</b>	<b>YES/NO*</b>	<i>Approximate quantities</i> Crockery..... Cutlery .....		<b>Access to stage required</b>	<b>YES/NO*</b>	<b>Use of -</b>		Piano	<b>YES/NO*</b>	basic Stage Lights	<b>YES/NO*</b>	PA (£25 deposit)	<b>YES/NO*</b>	<b>Sale of alcohol (or included in ticket price)</b>	<b>YES/NO*</b>	<i>If YES, then hirer will need to obtain a TEN (Temporary Event Notice)</i>		<b>Use of glasses/wine cooler/freezer (£15 charge)</b>	<b>YES/NO*</b>
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<b>Hire fee Due:</b>	£..... To be paid not later than 14 days prior to hire date																										
<b>Reservation fee/Deposit:</b> (cheques payable to Betley Village Hall)	£..... Payable with application to secure booking and is non-refundable at discretion of The Village Hall Committee																										
<b>Signature of Hirer/Representative:</b> I have read and agree to abide by the conditions overleaf/attached to email	..... <b>Date:</b> .....  <b>Print Name:</b> .....																										
<b>Signature of Booking Clerk:</b> e.mail: hallbooking@dianawoods.co.uk or booking@betlevillagehall.org.uk	..... <b>Date:</b> .....  <b>Print Name:</b> .....																										
<b>For office use – Deposit returned</b>	MARCH 19																										