

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

Name of Hiring Organisation/
Authorised representative /
Individual* *Please delete as appropriate

Purpose of Hiring:

Address for Contact and Invoicing

Telephone nos

e.mail:

Bank details for
faster deposit return

Name of account -
Sort code -
Account nos -

✓when
Returned

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

Main Hall and kitchen YES/NO*
Meeting Room only (with access to kitchen) YES/NO*
All premises including meeting room YES/NO*

Tables & 100 chairs are always
available

Use of oven, crockery & cutlery (£30 charge) YES/NO*
Approximate quantities 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*

If YES, then hirer will need to obtain a TEN (Temporary Event Notice)

Use of glasses/wine cooler/freezer (£15 charge) YES/NO*

Reservation fee/Deposit:

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

Hire fee Due:

£..... To be paid not later than 14 days prior to hire date

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: booking@betleyvillagehall.org.uk

Date:

Form updated may 2021