| Name of Hirer/Organisation  |  |
| --- | --- |
| Address inc postcode |  |
| Contact telephone Number(s) |  |
| Email  |  |

| Date of Hire  |  |
| --- | --- |

| Time entering and leaving the hall (Must include set up and clear up times as bookings run back to back)  | From  |  | Untill |  |
| --- | --- | --- | --- | --- |

| Village resident |  | Non resident |  | Community org./charity  |  | Commercial  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |

| Type of Function/s(Evening event - music must go off at 11pm promptly) |  |
| --- | --- |

| Event type (please tick) | Public  |  | Private  |  |
| --- | --- | --- | --- | --- |

| Is food (other than cake/biscuits) to be provided at the event? Please provide details if yes  |  |
| --- | --- |

**If you are selling food/providing food you are responsible for health and food hygiene requirements**.

| Is alcohol going to be **sold** Yes/No |  |
| --- | --- |

**If you will be providing alcohol for sale a Temporary Event Notice (TENs) must be obtained by yourself at least 15 working days prior to the event via -** <https://www.cambridge.gov.uk/apply-for-a-temporary-event-notice>

| **The balcony area is out of bounds and must not be accessed by your visitors/ guests.**  |
| --- |

| If you are hiring our hall you are welcome to use the items within it, please refer to our website [www.eversdenvillagehall.uk](http://www.eversdenvillagehall.uk) click the top menu ‘Hiring & Facilities’ and refer to the FAQs and Using Equipment and Troubleshooting - there you will find detailed instructions and videos.  |
| --- |

| Please advise if you require the stage put out for your event and size required  |  |
| --- | --- |

| Do you require the use of the table cloths - please note the number required. (20 white available) £6 per table cloth hire (includes laundry) If heavily soiled/missing a cost of £10 to replace (Hire to be paid in advance) |  |
| --- | --- |

| **Please Note that you must take your rubbish from your hiring away with you.**  |
| --- |

**Complete for Regular bookings**

| Day(s) of week req’d  |  |
| --- | --- |
| Frequency, eg weekly, monthly, quarterly  |  |
| Date Commencing  |  |
| Date Ending |  |
| School term time only (Yes/No) |  |

| **The total cost of Hire to be paid in advance.** | **£** |
| --- | --- |

| **Deposit required**  | **Short hire £100/Wedding rate £200**  |
| --- | --- |

| **Total Hire and deposit due** | **£** |
| --- | --- |

**Cancelation policy**

| Cancelation 30 days or more before event  | Full Refund  |
| --- | --- |
| Cancelation 29 - 15 days before event | 75% refund  |
| Cancelation 14 days or less  | 50% refund |

**Deposit reduction charges**

| Hall not Cleaned/tidy after Use | £80.00 |
| --- | --- |

| Table cloths heavily soiled/stained  | £10 per tablecloth  |
| --- | --- |

| Not Vacating at the agreed Time  | £25 per 15 mins |
| --- | --- |

| Noise disturbance / nuisance to neighbours - if trustee has to attend  | £50 |
| --- | --- |

| Damage/Theft of property/building  | Dependent on damage/theft |
| --- | --- |

| Losing key  | £100 |
| --- | --- |

**Hirers undertakings**

I certify I am over 18 years old and accept responsibility for being on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

I have read, accept and agree to abide by the Terms and Conditions and the Health and Safety guidelines for the hire of Eversden Village Hall (provided separately)

I will not hold the Trustees of Eversden Village Hall responsible in respect of any injury or loss or damage arising from this letting.

My Organisation does/does not work with children and/or vulnerable adults

We do/do not have child protection and vulnerable adult policies in place.

**Please delete as appropriate**

| **Signed (Hirer)**  |  | **Date**  |  |
| --- | --- | --- | --- |

| **Confirmed by**  |  | **Date**  |  |
| --- | --- | --- | --- |

**Please send a copy of this completed form by email to the Bookings Secretary at** **eversdenvillagehall@gmail.com**

**FOR VILLAGE HALL USE:**

**Date payment received:**

| **Amount received**  | **£** |
| --- | --- |

| **Amount to be returned at the end of the booking (subject to possible deductions) Please allow 14 days**  | **£** |
| --- | --- |