

APPLICATION FOR HIRE

The person by whom the booking form is signed shall be considered the **Hirer**. Where an organisation is named on the booking form, that organisation shall be considered the **Hirer** and shall be jointly liable with the person who signs the form.

I/We have read and accept the terms and conditions of hire of Alberbury Village Hall and agree to observe and perform all said terms and conditions of hire.

Village Hall bookings include full use of all tables, chairs and supply of electricity and heating

Individual name and/or group.....

Telephone. No(s)...../.....

Address.....

Postcode..... Email.....

Purpose of Hire.....

Number of people..... (Please note: Max capacity 100 Seated / 120 Theatre style seating or standing)

Position/Status of Hirer.....

Date of hire; Start time; End time*

*(Please note: The hall must be vacated by 1am and the car park by 1:30am)

Signature.....

ROOMS AND FACILITIES REQUIRED WITH HIRE CHARGES

Main Hall use ONLY charge @ £15.00 Per Hour

Main Hall, Reception and Kitchen use charge @ £20.00 Per Hour

(For regular hire enquiries please contact bookings on the above contact details to discuss hire charges)

PLEASE NOTE – WE DO NOT SUPPLY TEA TOWELS

Bank details for payment:

HSBC -Account Name: Alberbury Village Hall CIO

Account number: 02383799

Sort code: 404130

Please put the reference as the date of event and initials of Hirer/Payer. You will be emailed with confirmation of payment once received.

Additional Request's / Notes;

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Booking deposit required of **£50.00** at time of booking which will be refunded within 28 days providing the premises is left in a good clean condition as before the booking, that there is no damages or items missing and that the event hire did not over run outside of the agreed times or failure to comply with the conditions of hire.

Balance of hire charge due four weeks prior to the event hire date

Cancellation There is no charge for cancellation if done four weeks or more before the date of a booking, but a 50% charge if between one and four weeks, and full charge if one week or less. The Village Hall reserves the right to cancel a hiring in the event of circumstances beyond the control of the committee. In any such case the Hirer shall be entitled to a refund of any hire fees already paid, but the Village Hall shall not be liable for any resulting direct or indirect loss or damages whatsoever.