

## HOLT VILLAGE HALL- HIRE APPLICATION FORM

NAME OF HIRER: Xxx

ADDRESS: Xxx

Xxx

TELEPHONE No: Xxx

EMAIL: Xxx

TYPE OF FUNCTION: Xxx

DATE REQUIRED: xx/xx/20xx

TIME: From: 00.00 To: 00.00

*(Time must be allowed within the hire period for setting up and clearing away)*

APPROX. NUMBER OF PEOPLE EXPECTED: Xxx

### ROOMS REQUIRED

Exclusive use of the Hall	Y/N	<i>if Yes no need to complete section below:</i>			
Ground Floor	Main Hall Y/N	Kitchen Y/N	Skittle Alley Y/N	Small Meeting Room Y/N	
First Floor	Upper Hall Y/N	Kitchen Y/N			

#### NOTE

Prices are published on the Village Hall WEB site and subject to confirmation by the booking secretary.

A chair lift is available for access to the upper floor. Please ask for a demonstration prior to your event.

Audio equipment is available in the main hall. Please ask for a demonstration prior to your event.

A Small fridge in the small meeting room may be used BUT **must be emptied and cleaned at the end of the hire.**

Any other items required? Please specify Xxx

ARE YOU INTENDING TO SELL ALCHOL AT THE FUNCTION? Y/N

*(There is a chiller and glasses in the bar)*

**If YES, please refer to regulations also an additional charge of £25 will apply.**

NAME: Xxx

**Will be responsible for supervising the Bar and selling of Alchol**

Please note Item 4 of the Regulations regarding damage and additional costs resulting from the hiring. In relation to their function, the Hirer is responsible for how the Village Hall and its facilities are used and has a duty of care to those attending. If the Hirer brings, or causes devices to be brought, into the hall (for example Bouncy Castle/Inflatable, Lighting systems) the Village Hall Committee recommends strongly that the Hirer has insurance covering Public & Product liability relating to the use of those devices.

I wish to make an application to hire the Village Hall as listed above.

A payment of £xxx.00..... (unless otherwise agreed) being the full cost, or a deposit of half the full amount, to secure the booking, should accompany this form.

Payment direct to our business account "Holt Village Hall" Sort Code 30-98-75 Account No 01943908, OR by cheque payable to Holt Village Hall. The balance of any booking fee plus any damage waiver requested by the Hall to be paid no later than 2 month prior to the event

**I confirm that I have read a the HVH Regulations for Hiring of the Hall Jan 2023 including appendices:**

HVH Appendix 1 Premises Licencing Conditions



HVH Appendix 2 Checklist when hiring the hall



....and agree to comply with them fully. I also acknowledge that a copy of the Health & Safety Policy is available on the premises and I agree to comply fully with its requirements as applicable.

I consent to Holt Village Hall holding my personal details in line with the Village Hall T & C's

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please return completed form to our Bookings Secretary Tim Mason** either by post to Church View Farm, Melksham Road, Holt, BA14 6QT. or by email to [holthallbooking@gmail.com](mailto:holthallbooking@gmail.com) Tel.: 07421 838343 **NOTE booking isn't confirmed until acknowledged by the booking secretary and payment received into Holt Village Hall Account.**

## **HOLT VILLAGE HALL- HIRE APPLICATION FORM**

### Revision History

January 2023

Issue was December 2020

Title corrected from Regulations for Hiring the Hall to Hire Application Form