NAMEOF 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 OFPEOPLE EXPECTED: Xxx

**ROOMS REQUIRED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exclusive use of the Hall** **Y/N** *if Yes no need to complete section below:* | | | | |
| **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 beemptied 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

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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 accout “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 should be paid no later than 1 month prior to the event

**I confirm that I have read a the HVH Regulations for Hiring of the Hall Dec 2020 including appendices:**

HVH Appendix 1 Premises Licencing Conditions 

HVH Appendix 2 Checklist when hiring the hall 

HVH Appendix 3. COVID-19 Special Conditions of Hire 

….and agree to comply with them fully. I also acknowledge that a copy of the Health & Safely 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 detail until the function has ended, after which they will be deleted.

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

**Please return completed form to our Bookings Secretary Joy or 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 acknowelged by the booking secretary and payment received into Holt Village Hall Account.