

# Spaxton Village Hall Booking Form

www.spaxtonvillagehall.co.uk

## Contact Details of Hirer:

Name:
Safety Responsible person <i>(if different from above)</i> :
Person responsible for Safeguarding <i>(if different from above)</i> :
Full Postal Address:
Email address:
Contact number:

## Booking Details:

Nature/Title of Event:					One off event / Regular Event <i>(Delete as appropriate)</i>		
Date:	Morning session	Afternoon session	Evening session	Expected numbers attending:			
Type of booking: <i>(tick appropriate box)</i>	Community	Commercial	Private				
Will alcohol be consumed at the event? <i>(tick appropriate box)</i>	Yes			No			

## Facilities Required: *(tick all that are required)*

Main Hall	Pavilion
Kitchen	Changing rooms
Hearing loop	P A system
Bar: YES/NO* <i>(delete as appropriate)</i>	If Yes, Bar timings: From: To:

Further Details/Any other requests:

## Hire Agreement:

<p>I confirm the agreed Hire Charge of £            and agree to pay 50% deposit with the booking form and will pay the balance within 7 days of invoice receipt to:  <u>Sort Code: 30-91-20 :: Account No: 00335352 :: Account Name: Spaxton Village Hall</u>  <u>Reference: Organisation / Surname</u></p>		
<p>I confirm that I have read and will abide by the Spaxton Village Hall Conditions of Hire and Fire Safety Notes on the website and the Hirer agrees to be present throughout the hiring and to perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire".</p> <p>I understand that the booking is not made until this signed form and deposit has been received and confirmed by the Booking Secretary.</p>		
Signed	On behalf of:	Date
Signed Safety Responsible Person	On behalf of	Date
Signed Person responsible for Safeguarding	On behalf of:	Date