

ALMSCLIFFE VILLAGE HALL - BOOKING FORM

This agreement between the Almscliffe Hall Management Committee and the Hirer named below is made in consideration of the fees outlined and the Standard Terms and Conditions of hire. This form must be returned with your deposit within 7 days to secure booking.

Please complete in capitals :

CONTACT DETAILS				
Hirer/Contact Name				
Organisation				
Email address				
Address				
Telephone	Day :	Evening :		Mobile :

BOOKING DETAILS			
Day & Dates of Hire:		Event Start Time :	Event Finish Time :
		Set up Time :	Clear up Time :
Type of Booking :	Children's party (3 Hrs) <input type="checkbox"/>	One-off Hourly Hire (residents, non-residents, commercial) <input type="checkbox"/>	
	Evening Function (set up from 3.00pm) <input type="checkbox"/>	Regular Hourly Hire (Societies or 2+ bookings per month) <input type="checkbox"/>	
	Weekend Celebration (Friday - Sunday) <input type="checkbox"/>	Number of Hours (hourly hire) <input type="checkbox"/>	
	Other (please specify)		

Important: The setting out and putting away of tables and chairs is the responsibility of the hirer. It is the responsibility of the hirer to leave the hall clean after their event as per the cleaning schedule. The hirer will be granted access up to 10.00am in the morning after an evening function for cleaning purposes. Alternatively a cleaner can be booked at an additional cost if required.

FACILITIES REQUIRED			
Full Hall and Stage <input type="checkbox"/>		Manned Bar <input type="checkbox"/>	
Stage only / Meeting room only <input type="checkbox"/>		Full use of kitchen facilities (cooking and crockery) <input type="checkbox"/>	
Tables and Chairs <input type="checkbox"/>		Marquee Canopy lining (£120) <input type="checkbox"/>	
Food to be served <input type="checkbox"/>		Chair Covers (£30 for up to 100 covers) <input type="checkbox"/>	
Additional Set up time reqd <input type="checkbox"/>	Number of Hours <input type="checkbox"/>	Hall Cleaner to be arranged after event <input type="checkbox"/>	
Function ending after midnight (£50 licence charge) <input type="checkbox"/>		Other (please specify) : <input type="checkbox"/>	
Any Other Information :			

To be completed by Hall Manager/Booking Administrator :

FINANCE			
TOTAL COST OF EVENT : £			
Deposit (20% of fee)	£	Balance to pay	£
Deposit Paid Y / N	£	Balance Paid	£
Bond Required Y / N	£	Bond Amount Refunded after event	£

The deposit and any bond is due on signing the agreement. In the event of cancellation the deposit is not returnable. The balance is due before the conclusion of the booked event. The Hirer agrees to observe and perform the provisions contained in the Standard Hire Conditions, and the committee agrees to permit the Hirer to use th premises in accordance with the details above.

I have received a copy of the Standard Hire Conditions, Cleaning Schedule and Hall Booking Fees and agree to be bound by those conditions, including licensing laws, fire safety and public liability insurance. I understand that this booking also grants temporary membership of the hall to non-members for the duration of the event only.

SIGNATURE OF HIRER : _____ **DATE :** _____

To help us with our marketing, please tell us how you found out about Almscliffe Village Hall :

Hall Website Word of Mouth Pre-School Society Member Local Resident

Other (please specify) :