



Great Withingham Village Hall Booking Form

Please return this form to:

**Gt Withingham Village Hall
Hubbards Loke
Gt. Withingham
NR9 5AZ**

Date: _____

Agreement:

This agreement is made between Great Withingham Village Hall Management Committee (GWVHMC) and the hirer named below. On payment in full of the hire charge, GWVHMC agrees to allow the hirer to use the rooms and facilities detailed below, subject to the Standard Terms and Condition of Hire as displayed on the Village Hall web site or on request.

Hirer:

Name <i>This is the person responsible for the conduct of the event and the state of the Hall – they must be over 25 years of age</i>	
Name of Organisation <i>(if applicable)</i>	
Email address <i>(all communication will be by email if possible)</i>	
Postal address	
Telephone number	
Name of responsible person who will be at event This person must undergo safety training prior to the event	



Hire Summary:

Date(s): _____

Time (hours): from _____ to _____

Room(s) Required: Whole building / Main Hall / Memorial Room / The Hub / Kitchen / The Swan Bar
(please delete as necessary)

(All other rooms are ancillary to the main hall, their use is by arrangement with the Committee and an additional charge may be payable. The kitchen is included within all hires for making tea and coffee only, if greater use is required an additional charge may be payable.)

Brief event description: _____

Approx. Number of attendees: _____

Additional Services required: Cleaning / Audio Visual / Catering – Further details and prices available from the bookings officer.

Additional Information:

Name and address of Licensee: _____

(required if using own bar, but the Committee reserves the right to use its own bar staff)

Will your event require music and/or the use of a Band or Group? _____

Please note that all heavy equipment should be brought into the village hall on rubber wheels, trolleys or carried, and not dragged across floors or stage surfaces. (See T&Cs of Hire). Failure to supervise these activities could result in loss of deposit, and other potential charges for damage caused. It is the Hirer's responsibility to point out these requirements to bands or other entertainers that he/she brings into the village hall.

For private events i.e. weddings, parties etc. You need to arrange to do the washing up and clearing away of all cutlery, crockery and village hall equipment used. If not adhered to, you forfeit your bond. Please take your rubbish away with you.

Fees & Cost:

Please refer to the published costs on our website www.gwvh.org.uk.

The fee is made of three elements:

1. **The Hire Cost** – The total cost of the hall hire (full balance is payable 4 weeks prior to the event).
2. **The Deposit** – 50% of the total hire cost of your event – payable upon booking.
3. **A Refundable Bond** of £75.00 – only required if specifically requested by the Bookings Officer. This will be returned to you if there has been no damage, loss or contravention of the hire conditions which has resulted in a cost to the Committee. Please read our Terms and Conditions prior to booking your event. The refundable bond of £75.00 is payable with the final balance four weeks before the event and must be given to the Bookings Officer in cash in a clearly marked envelope. The bond is separate from the hall hire cost.



Please see our terms and conditions for the sale of alcohol which must be adhered to. A bar is available at an additional cost – please discuss your requirements with the Booking Officer.

The venue can be booked by multiple users at the same time. If you require exclusive use of the hall either for safeguarding or as an individual preference, please contact the Bookings Officer to discuss prior to your booking reservation.

For corporate/conferencing facilities please contact the bookings office to discuss your service requirements.

The full hire fee is payable 4 weeks before your event, failure to pay by this date will result in cancellation of your booking and forfeiture of your booking deposit.

If you have any queries please email us at bookings@gwvh.org.uk or telephone the Bookings Officer on 01603 879918.

AGREEMENT

I accept the full Terms and Conditions of Hiring (see www.gwvh.org.uk or available from the Bookings Officer)

I PERSONALLY ACCEPT RESPONSIBILITY for the event and its conduct in accordance with the Terms and Conditions of Hire, safety instructions, and agree to complete the End of Hiring Checklist and to return the key as agreed with the Bookings Officer.

I agree to pay the costs as detailed below:

A	Hall Hire Cost:		£
B	Additional items if requested and agreed (list individual costs below):		£
	Bar hire	£50.00	£
	Corkage - £5.00 per bottle, if serving refreshments when the bar is also operational and agreed in advance. NB. Alcohol cannot be sold by any individual on the premises – See Terms and Conditions of Hire	£	
C	My total Hall hire cost is (Cost of A+B):		£
D	My Deposit enclosed is (50% of C)		£
E	The remaining fee payable 4 weeks prior to the event is (50% of C)		£

A refundable bond of £75.00 has been requested by the Booking Officer Yes*/No

* If 'yes', a £75.00 refundable bond, in a clearly marked envelope and separate to the deposit will be required 4 weeks prior to the event. The refundable bond can be paid in cash or by cheque that will be cashed prior to the event.

My remaining fee (E) is payable by: Date..... (4 weeks prior to the event)



Tick one of the two payment options below:

I enclose a cheque for payable to Great Witchingham Village Hall for £.....

I have made a BACS payment of £..... to Great Witchingham Village Hall:

Bank account 40422126

Barclays Bank sort code 20-03-26

Please quote your name as the reference for our records

Please sign and return this form (with your cheque if using), we will email you a receipt and confirm your booking on receipt.

Signed (the HIRER):

Date: _____

The HIRER named above

Signed (the BOOKINGS OFFICER):

Date: _____

NAME _____ on behalf of Great Witchingham Village Hall Management Committee

