



Great Witchingham Village Hall Booking Form

Please return this form to: Gt Witchingham Village Hall
Hubbards Loke
Gt. Witchingham
NR9 5AZ

Date of agreement: _____

This agreement is made between Great Witchingham 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.

Details of hirer:

Hirer's Full 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>	
Full Postal Address: Including Post Code:	
Telephone Number:	
Name of responsible person who will be at event (if not the hirer above): <i>This person must be made aware of hall safety procedures prior to the event</i>	

Your personal information:

The hall trustees will retain both a written and electronic copy of the data on this form for the purposes of contacting you regarding your use of the hall. This information will not be published or passed to any third party without your consent and will only be retained to simplify any future bookings made by you.

Details of Hire:

Date(s): _____ **Repetition pattern:** _____

Time: from _____ **to** _____ *(Times on the hour or half hour please)*

Room(s) Required (please delete as necessary):

Whole building / Main Hall / Memorial Room / Kitchen / The Swan Bar

(All other areas are ancillary to the main booking, 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.)

Type of event: _____

Approx. Number of attendees: _____

Additional Services Required:

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

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

Please note that any heavy equipment should be brought into the village hall on rubber wheels, trolleys or carried, and never dragged across floors or stage surfaces. 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 within the period of hire. Please take your rubbish away with you.

A Refundable Bond of £75.00 may be 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 full 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.

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 please discuss this with the Bookings Officer prior to confirming your booking.

A 50% deposit is required to secure your booking and 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 07340 304743.

Agreement and Payments:

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 any key(s) supplied as agreed with the Bookings Officer.

I agree to pay the costs as detailed below:

Item	Cost	Paid (trustee sig.)
Room Hire ____ hours at £ _____ per hour	£	
Additional services as specified above	£	
Bar £50 / £75 or Corkage at £5.00 per bottle	£	
Security bond	£	
Total	£	
Deposit to confirm booking (50% of total excluding security bond)	£	
Balance (including security bond) due by _____	£	

Complete one of the two payment options below:

I enclose a cheque payable to Great Withingham Village Hall for £ _____

I have made a BACS payment of £ _____ to Great Withingham Village Hall:

Please use your name as the reference for our records. Bank account **40422126**, Sort code **20-03-26**.

Please sign and return this form (with your cheque if appropriate), we will then email you a receipt for your payment and confirm your booking. Please note: Cheques may be cashed immediately on receipt.

Signed (the HIRER):

Date: _____