



BOOKING FORM AND HIRING AGREEMENT

1. Parties:

1.1 Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys, Thatcham, RG18 0TR, acting through its management committee

1.2 Hirer:

Name:
Organisation:
Address:
Contact telephone numbers and email address:

2. Period of Hire:

Date:		
Times:	From:	To:

3. Premises:

Please specify which part(s) of the village hall:
Main Hall.....
Memorial Room.....
Both Rooms.....
One Changing Room.....
Both Changing Rooms.....

4. Hire Fee:

Deposit:	£
Balance: (remaining two-thirds)	£
Security Deposit:	£ 200

Hampstead Norreys Village Hall

5. Purposes/Description of Hiring:

Purpose of hiring (please describe)	
Commercial use?	yes / no
Will this will be a public/private event?	private / public
Is food (other than biscuits or cakes) to be provided at the event? (The provision of hot food/drink after 11 pm is not permitted)	yes / no
The following regulated entertainment and licensable activities are permitted between 9am and 11pm. Please confirm which activities will take place at your event:	
The performance of plays	yes / no
The exhibition of films	yes / no
The performance of live music	yes / no
The playing of recorded music	yes / no
The performance of dance	yes / no
Indoor sporting events (Boxing or wrestling entertainment is not permitted)	yes / no
Entertainments similar to those above	yes / no
Making music	yes / no
Dancing	yes / no
Entertainment similar to those above	yes / no
Sale of alcohol (9am – 11pm)?	yes / no
Does the event involve children or vulnerable adults?	yes / no

When signed by you and by us, this Booking Form is the Hiring Agreement

Signed by the Hirer duly authorised on behalf of the Hiring Organisation.

I confirm that I have read and accept the Standard Conditions of Hire for Hampstead Norreys Village Hall

Name Signature Date.....

Mobile telephone number:

Signed on behalf of the Village Hall’s Management Committee

Name Signature Date.....