

# Hampstead Norreys Village Hall

## 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:

Your Name:	<input type="text"/>
Name of your Organisation or Group, if applicable:	<input type="text"/>
Contact Address:	<input type="text"/>
Mobile and/or landline telephone numbers:	<input type="text"/>
Contact email address:	<input type="text"/>

### 2. Period of Hire:

What is/are the date(s) you want to hire the facilities?	<input type="text"/>	
And the times:	From: <input type="text"/>	To: <input type="text"/>

### 3. Premises:

<i>Please tick which parts of the village hall you want to hire:</i>	
Main Hall.....	<input type="checkbox"/>
Memorial Room.....	<input type="checkbox"/>
Home Changing Room.....	<input type="checkbox"/>
Away Changing Room.....	<input type="checkbox"/>

### 4. Hire Fee:

Total Hire Charge	£ <input type="text"/>
(payable before date of hire)	
We may require a £200 security deposit for some events but we will inform you if this is the case	
Method of payment:	
Bank Transfer	<input type="checkbox"/> sort code <b>60-15-07</b> account code <b>65319540</b>
Cheque	<input type="checkbox"/> pay <b>Hampstead Norreys Memorial Hall</b>
Cash	<input type="checkbox"/> deliver to Waterside, Water St, Hampstead Norreys, Berkshire RG18 0SB

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**5. Purposes/Description of Hiring:**

What is the event or activity you are organising?	
<i>Please tick all that apply to your event:</i>	
Is it a commercial event?	yes / no
Is this a public event?	yes / no
Is food provided (other than biscuits or cakes)? <small>(The provision of hot food/drink after 11 pm is not permitted)</small>	yes / no
Are you selling alcohol (9am – 11pm)? <small>(If alcohol is offered for sale you need to complete and submit a Temporary Event Notice but if alcohol is free for your attendees then you do not need a Temporary Event Notice)</small>	yes / no
Will you be providing entertainment like making music, dancing or similar	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 <small>(Boxing or wrestling entertainment is not permitted)</small>	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. I understand I need to clean and tidy the Village Hall after I have used it.

Name  Signature \*  Date

**Signed on behalf of the Village Hall’s Management Committee**

Name ..... Signature \* ..... Date.....

Tel 07493 393 443

Email [hampsteadnorreysvh@gmail.com](mailto:hampsteadnorreysvh@gmail.com)

Key collection from Waterside, Water Street, Hampstead Norreys, Berkshire RG18 0SB

\*Typed signature is acceptable if you are emailing this form.