



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

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 and Dean Meadow:

Please tick which parts of the village hall AND additional equipment you want to use/hire:

Main Hall.....	<input type="checkbox"/>	The Stage.....	<input type="checkbox"/>
Memorial Room.....	<input type="checkbox"/>	Chairs and Tables.....	<input type="checkbox"/>
Home Changing Room.....	<input type="checkbox"/>	One Table Tennis Table.....	<input type="checkbox"/>
Away Changing Room.....	<input type="checkbox"/>	Two Table Tennis Tables.....	<input type="checkbox"/>
Changing Room Toilets only...	<input type="checkbox"/>	Indoor Skittles.....	<input type="checkbox"/>
		Moveable Goals.....	<input type="checkbox"/>

Please tell us which areas of Dean Meadow you want to use:

4. Hire Fee:

Total Hire Charge	<input type="text"/>
(payable before date of hire)	<input type="text"/>
We may require a £300 security deposit for some events but we will inform you if this is the case	

Village Hall Management Committee:

Download this PDF Form and save it to your computer, then click and type in the boxes and save it again to your computer. When you have finished, email it to hampsteadnorreysvh@gmail.com



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Method of payment:	<input type="checkbox"/>	NEW BANK AND PAYMENT DETAILS
Bank Transfer	<input type="checkbox"/>	sort code 60-83-01 account number 20470856
Cheque	<input type="checkbox"/>	pay Hampstead Norreys Amenities Trust
Cash	<input type="checkbox"/>	deliver to Waterside, Water St, Hampstead Norreys, Berkshire RG18 0SB

5. Purposes/Description of Hiring:

What is the event or activity you are organising?	
<input type="text"/>	
<i>Please tick all that apply to your event:</i>	YES/NO
Is it a commercial event?	<input type="checkbox"/> yes / <input type="checkbox"/> no
Is this a public event?	<input type="checkbox"/> yes / <input type="checkbox"/> no
Is food provided (other than biscuits or cakes)? (The provision of hot food/drink after 11 pm is not permitted)	<input type="checkbox"/> yes / <input type="checkbox"/> no
Are you selling alcohol (9am – 11pm)? (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)	<input type="checkbox"/> yes / <input type="checkbox"/> no
Will you be providing entertainment like making music, dancing or similar	<input type="checkbox"/> YES/NO <input type="checkbox"/> 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:	YES/NO
The performance of plays	<input type="checkbox"/> yes / <input type="checkbox"/> no
The exhibition of films	<input type="checkbox"/> yes / <input type="checkbox"/> no
The performance of live music	<input type="checkbox"/> yes / <input type="checkbox"/> no
The playing of recorded music	<input type="checkbox"/> yes / <input type="checkbox"/> no
The performance of dance	<input type="checkbox"/> yes / <input type="checkbox"/> no
Indoor sporting events (Boxing or wrestling entertainment is not permitted)	<input type="checkbox"/> yes / <input type="checkbox"/> no
Does the event involve children or vulnerable adults?	<input type="checkbox"/> YES/NO <input type="checkbox"/> yes / no

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**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, including the supply and retention of personal data.

I understand I need to clean and tidy the Village Hall after I have used it, remove all rubbish and recycling materials and firmly close and lock all doors.

Name Signature * Date

Signed on behalf of the Village Hall’s Management Committee

Name Signature * Date

Tel 07493 393 443

Email hampsteadnorreysvh@gmail.com

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

*Typed signature is acceptable if you are completing this form onscreen.

Exit Checklist Before you leave the Village Hall please

- Put the wheeled tables away in the cupboard.....
- Put the chairs in the Main Hall on the stage.....
- Move the tables in the Memorial Room to the sides.....
- Stack the chairs in the Memorial Room.....
- Sweep the floors clean
- Mop any dirt and spillages on the floor.....
- Wipe all surfaces clean.....
- Check the toilets are clean and tidy and the floors are clear.....
- Check the hot water and cooker/hob/warmer are all switched off.....
- Lock the electrical cupboard if you have opened it and return the key to the adjacent key safe...
- Remove all rubbish and recycling and take it away with you.....
- Open the curtains.....
- Close and lock all windows.....
- Pull all external doors firmly shut and turn the lock so every door is locked.....
- Turn off the lights in the Main Hall, in the Memorial Room, in the corridors and on the stairs.....
- Turn off the light switch in the Disabled Toilet.....
- Lock the main door behind you and return the key.....

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