

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:

Please tick which parts of the village hall you want to hire:

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 60-15-07 account number 62458019
Cheque <input type="checkbox"/>	pay Hampstead Norreys Village Hall
Cash <input type="checkbox"/>	deliver to Waterside, Water St, Hampstead Norreys, Berkshire RG18 0SB

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

Hampstead Norreys Village Hall

5. Purposes/Description of Hiring:

What is the event or activity you are organising? <div style="border: 1px dashed black; height: 30px; width: 100%; margin-top: 5px;"></div>	
<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, including the supply and retention of personal data.
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
 Key collection from Waterside, Water Street, Hampstead Norreys, Berkshire RG18 0SB

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

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