

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 60-15-07 account code 02449382
Cheque <input type="checkbox"/>	pay Hampstead Norreys Memorial Hall
Cash <input type="checkbox"/>	deliver to Waterside, Water St, Hampstead Norreys, Berkshire RG18 0SB

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%;"></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.