

Worfield Village Hall



www.worfieldvillagehall.com | 0333 301 0525 | Bookings:- bill.worfieldvillagehall@gmail.com

BOOKING FORM

HIRERS DETAILS

Full Name.....
Organisation, Club, etc where applicable.....
Address:.....Post code.....
Telephone numbers:.....Mobile.....
E-mail:

THE FUNCTION

Type: Date:
Start Time: Finish Time:

Will Hall be open to the public? YES/NO Number of persons expected to attend.....

Room hire includes the use of all tables, chairs and the supply of electricity and heating.

FIRE PRECAUTIONS

I nominate the following personnel who will be instructed in the routine to be followed in case of fire, and the first named will be responsible for notifying the fire service.

1.....Address.....
2.....Address.....
3.....Address.....

I also agree to be nominated for the purpose of being in charge of and upon the premises during the whole time they are open to the public, to comply with Local Government (Misc) Act 1982.

I have read the conditions of hire and take the appropriate responsibility and should the occasion arise that ***RULE 6(b)** or **** (RULE 14)** is violated then accept that I will be liable for rectifying or for payment for the necessary compensation and or the 'careful care' deposit will be retained by the Committee.

- For all bookings a non-returnable deposit is required of **£100.00**. Direct payment may be made to:-
Account: Worfield Village Hall Sort Code: 20-53-22 Account No: 10279145. Please use hire date as reference.
- The outstanding amount payable for bookings is required in full **12 weeks** before the booked event.
- A **£250** 'careful care' deposit is required to cover damage/cleaning for the following:
 - evening bookings, wedding package bookings and all day event bookings
 - unauthorised supply/consumption of alcohol i.e. not previously agreed with the Licensee

The 'careful care' deposit is returnable within **5 working days** if the hall is left in a satisfactory condition and the Licensee confirms only agreed alcohol was present at your event.

- The prices will be fixed until November 2018 when they will be reviewed and any small increases in line with inflation may be applied.

Signed..... Date.....

This form should be completed in black ink and returned to:- Mr. Bill Povey, Baxters, 16, Main Street, Worfield, BRIDGNORTH, Shropshire, WV15 5LF Tel 01746-716269

Please make all remittances payable to:- Worfield Village Hall

Keys are to be collected and returned to The Dog and Davenport Arms, Main Street, Worfield. Telephone 01746-716020 .The hall must be vacated and keys returned by **11.00 am** on the following day.

***RULE 6(b) "the avoidance of loss or damage to the building or its fixtures, fittings and furnishings."**

****Rule 14. It is an express condition of hire that no drinks, alcoholic or otherwise shall be brought into or remain in the Hall other than that purchased from the hall Bar or with prior arrangement with our Licensee**