

BOOKING FORM

HIRER'S DETAILS

Full Name

Organisation, Club, etc.....

Address

.....

.....

Post code.....

Telephone numbers:

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

(Max. 150 furnished - 180 unfurnished)

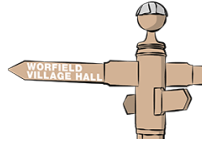
Room hire includes the use of all tables, chairs and the supply of electricity and heating.

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.

Name 1.....

Address.....



Name 2
Address.....
Name 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.

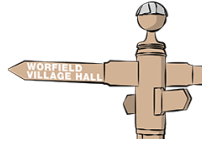
I have read the conditions of hire and take the appropriate responsibility and should the occasion arise that ***RULE 6(b)** or **** (RULE 13)** is violated then accept that I will be liable for rectifying or for payment for the necessary compensation and or the 'Careful Care' deposit will be retained by the Committee.

1. 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 Acct No: 10279145.
Please use hire date as reference.

2. The outstanding amount payable for bookings is required in full **12 weeks** before the booked event.
3. A **£300.00** 'Careful Care' deposit is required **14 days prior** to your event to cover damage, cleaning and forfeit in the event of 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.



4. For small events of less than 100 persons, if a bar is required, a charge of £75 will be due to our bar management company.

Signed.....

Date.....

This form should be completed in black ink and returned to:- Mrs Lee-Ann
contactable on 0333 – 301 - 0525

Please make all remittances payable to:- **Worfield Village Hall**

Keys are to be collected and returned to the key safe by the front door.

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

*****Rule 13. It is an express condition of hire that no drinks, alcoholic or otherwise shall be brought into or remain in the Hall other than those purchased from the Hall Bar.***