

WELLOW VILLAGE HALL MANAGEMENT COMMITTEE

REGISTERED CHARITY NUMBER 1086926

Village Hall booking form and hire agreement

Date: _____

Invoice / agreement no. _____

Agreement:

This agreement is made between Wellow Village Hall Management Committee (WVHMC) and the hirer named below.

Hirer:

Name: _____

Name of Organisation: _____

(if applicable)

Email address: _____

Postal address: _____

Telephone number _____

Name of responsible person who will be present at event: _____

(Person entering into agreement must be 18 years of age or over)

Requirement:

Purpose of hire: _____

Date(s) _____

Time (Hours):

From _____ To _____

Bar required: _____

(If you require a paying bar you will need to apply for a licence to BANES)

Additional Information:

Will your event require music and / or the use of a Band or Group? _____

Please note that all heavy equipment should be brought into the Village Hall on rubber wheels, trolleys or carried, and not dragged across the floors.

Fees:

No. hours: _____ £ per hour: _____

Or Set Price _____

Sub-total: _____

Extras: _____

Total: _____

Signatures:

As hirer I have read and agree to the Standard and Special Conditions of hire and agree to abide by them. I agree that these shall form part of the hiring agreement. I further agree that none of the provisions of this agreement are intended to or will operate to confer any benefit on a person who is not named as party to this agreement.

When I leave the hall I agree to:-

- Empty all bins and place in the outside bin(black liners are in the cleaning cupboard above the sink)
- Check the toilets are clean and all are flushed
- Sweep the floor and mop if necessary (if there is any mud / sticky drink spills etc.)
- I understand there is not to be any noise after midnight and show neighbours consideration

If there are any breakages I will report them to the bookings secretary

Name **Vicky Hammerton – Bookings Secretary**

Signature _____ Date _____

Signed by _____
(The Hirer)

Signature _____ Date _____

Please sign and return this form, we will confirm your booking. Please ensure full payment is made on the day of hire.

Cheques should be made payable to **Wellow Village Hall** and sent to:-
Vicky Hammerton, Windy Ridge, Wellow, Bath, BA2 8QA

Any issues please contact Vicky Hammerton on 07985302345 or 01225 835840
email canndu@live.com