Thank you for choosing Thelnetham Village Hall for your event. Before completing this form please read our conditions of hire and discuss any particular needs you may have with the Booking Secretary. Then please complete the following:

|  |  |
| --- | --- |
| The hirer | Name  Organisation (if applicable)  Address  Telephone Number  Email |

|  |  |
| --- | --- |
| Purpose of hire including number of expected people | Please give as much detail as possible e.g. birthday party, charity function |

|  |  |
| --- | --- |
| Date and time of event | Date  From to |

|  |  |
| --- | --- |
| Access time | What time do you require access to the hall to prepare for your event ?    What time will you be vacating the premises following the event ?  One hour after event for cleaning up is provided free of charge, any further time will be at full cost. Key must be returned promptly to Booking Secretary when hall is vacated. |

|  |  |
| --- | --- |
| Additional requirements  The hall does not have a licence for the sale of alcohol or for music – a temporary events licence must be obtained by the hirer | Will the event requirement access to the hall’s  Stereo system? Yes/No  Kitchen facilities? Yes /No  Please indicate what kitchen facilities will be used –  Have you obtained a temporary events licence? Yes/No |

|  |  |
| --- | --- |
| Fee payable in cash or cheque to Thelnetham Village Hall | Deposit \_\_\_\_\_\_\_\_\_\_\_\_\_  Cost of event hire \_\_\_\_\_\_\_\_\_\_\_\_\_    Preparation/clearing up \_\_\_\_\_\_\_\_\_\_\_\_\_  Total cost = \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**All hirers are asked to make themselves familiar with the Thelnetham Village Hall Health and Safety Policy, General Use Risk Assessment and Fire Risk Assessment. A copy is kept by the front entrance along with a plan of the hall showing relevant safety features.**

**I am over 18 years of age and have read the terms and conditions of hire and confirm that I agree to abide by its contents. I agree to be present during the period of hire. I understand that Thelnetham Village Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please return both pages and the deposit to the Booking Secretary

Sue Coe: Sierrra, School Lane IP22 1JL (opposite hall) Tel 01379 898551

Email: book@thelnethamvillagehall.co.uk