



HUNSDON VILLAGE HALL BOOKING AGREEMENT

PRIVATE HIRE

This form is to be signed by both the Hirer and the Bookings Officer and a copy emailed to the hirer

THIS AGREEMENT is made on the date (**Sect. 7**) between the VHMC and **The Hirer (Sect. 1)** named below whereby, in consideration of the sum(s) mentioned (**Sect. 3 & 4**),

THE VHMC agrees to permit **The Hirer** to use the premises (**Sect. 3**) for the purpose (**Sect. 2**) and for the period(s) (**Sect. 3**) all described below.

1. Hirers Name		Business Name				
2. Purpose of Hire						
Do you intend to sell alcohol?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes you MUST provide a copy of either your licence agreement from either EHDC or the company you have employed to run the bar. Failure to do so could result in the booking being cancelled.			
3. Hire Period date	Day of week	Start time 24 hour clock	End time 24 hour clock	Total session time	Part of premises hired please tick	
					Main Hall	Meeting Room
						£
						£
						£
Housekeeping Charge						£
Equipment Hire <small>Equipment available for hire e.g. tables & chairs, gazebo's, gala tents, BBQ Visit our website for details http://www.hunsdonvillagehall.org</small>						£
TOTAL HIRE CHARGE <small>Payments to be made to Hunsdon Village Hall. BACS preferred (details at foot of form)</small>						£
4. DAMAGE BOND PAYMENT <small>Children's parties require a £50 Bond. All other hires require a £200 Bond. Payable in line with section 5iii below. Cheques issued for Damage Bonds will be destroyed unless requested to be returned.</small>						£
5. Hire Charges & Damage Bond	<p>The booking is confirmed once the booking agreement has been signed and both the agreement and payment has been acknowledged as received by the Bookings Officer.</p> <p>i) The full amount is payable upon signing this form for bookings less than three months from the event. A cancellation fee of 50% of the booking fee will be charged if the booking is cancelled within 3 months prior to the date of the event.</p> <p>ii) For bookings more than 3 months from the event date, a non-refundable deposit of 50% of the fee is due upon signing this form, with the balance due at 3 months.</p> <p>iii) A refundable 'Damage Bond' payment is payable upon signing this agreement. This can be by BACS or cheque and will be refunded in line with our terms and conditions of hire.</p>					
Period of Hire	Main Hall	Housekeeping Charge	Meeting Room	Main Hall and Meeting Room		
Mon-Fri 09:00 - 23:30	£12.00 per hour	£10.00 per 4 hours	£12.00 per hour	£17.00 per hour		
Saturday 09:00 - 18:00	£15.00 per hour	£10.00 per 4 hours	£15.00 per hour	£23.00 per hour		
Saturday 18:00 - 23:30	£20.00 per hour	£15.00 per 4 hours	£20.00 per hour	£25.00 per hour		
Extension after 23:30	£40 per hour or part thereof					
Sunday 10:00 - 18:00	£15.00 per hour	£10.00 per 4 hours	£15.00 per hour	£20.00 per hour		
All day hire - Weekday 09:00 - 23:30	<small>All areas – Please refer to document 'Hunsdon Village Hall Hire Charges for details of items included in this hire price</small>			£300		
All day hire - Saturday 09:00 - 23:30				£400		
6. Hirer Contact Details						
Full Name:						
Address:						
Telephone No:		Mobile No:		Email address:		
7. Acceptance of Standard Terms & Conditions of Hire	By signing this agreement The Hirer agrees to the Terms above and has read and agrees to comply with the VHMC "Standard Conditions of Hire attached and available for download from the Village Hall Website www.hunsdonvillagehall.org . No responsibility is accepted by The VHMC of any consequential or other loss caused to The Hirer due to the imposition of these conditions.					
Keys Issued	Front Door (Fob No)		Rear Gate		Meeting Room	
Signature of Hirer:					Date:	
Signature of Booking Officer:					Date:	

BACS Details: **Unity Trust Bank**, Account No: **20240947**, Sort Code: **60-83-01**, Account Name: **Hunsdon Village Hall (RCN302405)**

CONTACT US – Email: bookings@hunsdonvillagehall.org Website: www.hunsdonvillagehall.org

OFFICE USE: ISSUE AUG2016-V2 PAYMENTS RECEIVED:

OPENING/CLOSING PROCEDURES:

LICENSE REQ:

EXTENSION REQ: