

**FLITTON & GREENFIELD VILLAGE HALL
BOOKING FORM (SINGLE HIRE)**

Bookings Officer use only:	
Booking ref	
Date rec'd	

This form must be completed and returned to the booking officer within 3 weeks of confirmation that the required date is available; thereafter any changes to availability, conditions and rates will apply.

Please email the completed form to: bookings4villagehall@gmail.com

Or print it out and post or hand-deliver it to our bookings officer:

Mrs Margaret Lowe, Swyncombe, Wardhedges, Flitton,
Beds, MK45 5ED
Tel. 07938 965817

1. Hire contact details

Name	
Organisation/Group (if applicable)	
Address (including postcode)	
Email address:	
Contact phone no.:	

2. Purpose of Hire (tick and enter details where applicable)

Children's party (please state age):	<input type="checkbox"/>	<input type="text"/>	Commercial hire:	<input type="checkbox"/>
n.b. Not available for parties for 11-19 year olds			Charity/Fundraiser:	<input type="checkbox"/>
Family party:	<input type="checkbox"/>		Meeting:	<input type="checkbox"/>
Wedding/Christening:	<input type="checkbox"/>	Other (please state):	<input type="checkbox"/>	

3. Hire Date and Times

Please check with our booking officer first to confirm the hall is available.

Date (dd-mmm-yy)	<input type="text"/>	Start time (hh:mm)	<input type="text"/>
Day of the week	<input type="text"/>	End time (hh:mm)	<input type="text"/>

Total number of hours required - round up to nearest quarter of an hour (Must include time for setting up before and clearing up afterwards.)

4. Additional Premises & Facilities required

Booking automatically includes the main hall, kitchen and area in front of the bar. Please tick, or enter numbers, for any other facilities required (extra charges may apply).

Bar facilities – please also complete separate bar booking form which shows charges	<input type="checkbox"/>
Special crockery & cutlery (£25 or £40 extra charge, please state number of settings, max 120)	<input type="text"/>
Sunday clear-up (before noon) after Saturday night booking (£50 extra, subject to availability)	<input type="checkbox"/>
Use of Stage Area (no charge)	<input type="checkbox"/>
Use of Audio/Video (no charge)	Sound system: <input type="checkbox"/> Microphones: <input type="checkbox"/> Projector & Screen: <input type="checkbox"/>

5. Estimated number of people attending (adults and children)

Please note: Fire regulations limit the maximum number of people allowed to 130

6. Hire fees and deposit - **Hire fees and a refundable compliance deposit are payable in advance**

Hall Hire Charges – Standard Hall hire fees are:		
Monday to Friday – per hour	08:00-23:45	£14 per hour (minimum 1 hour)
Weekends & Bank Holidays – per hour	08:00-23:45	£19 per hour (minimum 1 hour)
Weekends & Bank Holidays – all evening	18:00-23:45	£150 evening block booking
Weekends & Bank Holidays – all day	11:00-23:45	£200 all day block booking
Standard hall hire charge (based on hire dates, times and rates outlined above)		£
Bar facilities (if required, based on numbers & times outlined in separate bar booking form)		£
Special white crockery & cutlery (£25 for 60 settings, £40 for 120 settings)		£
Sunday morning clear up (before noon) after Saturday booking (£50 if available)		£
Total hire charges – full payment is required at least 30 days before the hire date		£
Compliance deposit – payment is required with the signed booking form		£100.00
Please note that the compliance deposit does <u>not</u> represent part payment of the hire charges. It will be refunded in full after the hire provided that:		
<ul style="list-style-type: none"> - The hire ended on time, and the hall is left tidy with tables/chairs stacked where they should be; - No additional cleaning is required as a result of the hire and the key is returned (if provided); - No alcohol is brought and consumed in the hall without the committee’s prior agreement; - No damage or loss has been caused to the premises, facilities or contents; - No complaints have been received about noise or other disturbances. 		
In the event of any minor damage the value of repairs will be claimed and any excess monies refunded.		
Loss of the key (if provided) will incur a charge of £50.		

7. Payment details

Only full payment of both the compliance deposit and hire charges by the due date will confirm the booking.

Payment is preferred by bank transfer to Barclays bank, payee name “Village Hall (Flitton)”, sort code 20-05-74, account no. 73025985 quoting the hire date and “deposit” or “hire” (or both). If you are unable to pay by bank transfer, please contact the bookings officer.

8. Notes

- a. Please arrive promptly to meet a representative of the hall management committee to gain access. At the discretion of the committee, a key may be left with the hirer (note: £50 charge for a lost key!). If not, you must ensure someone remains on site to maintain access at all times during the period of hire.
- b. The function must cease no later than 23:45 allowing at least 30 minutes to clear up, and the hall must be fully vacated and secured no later than 00:15.
- c. If a key is left with the hirer, then the hirer is responsible for ensuring that all windows and doors are closed and the main door is locked (top and bottom) with the key provided. The key must then be posted in the secure letter box to the left of the main door. If no key is provided, a member of the committee will return at the end of the hire period and will be responsible for locking up.
- d. None of the provisions of this Agreement are intended to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person not named as a party to this agreement.
- e. Hirers must read the full Terms & Conditions, but should note in particular that:
 - Fireworks, firecrackers, bonfires, firepits and BBQs are not allowed inside or outside the building at any time, including the use of indoor fireworks or sparklers.
 - No ball games, or snow/bubble machines are allowed inside the hall.
 - Inflatables (maximum height 11 feet) must be set up at the main entrance end of the hall, away from the stage, and extend no further than the blue marker indicated between the windows.
 - Flitton and Greenfield Village Hall Insurance does not cover the use of bouncy castles. The Village Hall is only responsible for advising hirers that they must put appropriate arrangements in place. The following conditions will apply:
 - The bouncy castle must be supervised at all times by an adult over 18.
 - Public liability insurance must be provided either by the supplier or the hirer.
 - Before the booking is confirmed the hirer must confirm that insurance is in place and must be prepared to provide evidence for this.
 - Flitton and Greenfield Village Hall reserves the right to prohibit the use of bouncy castles, or even cancel the booking if appropriate evidence is not provided on request.
 - All tables/chairs must be cleaned and left where they were found prior to use. Please do not drag furniture as it can mark or damage the floor and you may be charged for additional cleaning costs.

9. Declaration & Signature

- I agree to be present during the full hire period (if no key) and to comply fully with this hire agreement.
- I have read, and agree to abide by, the Standard Terms and Conditions of Hire, which all form part of this hire agreement unless specifically excluded in writing by the hall management committee.
- I understand that my booking is not confirmed until I have paid the booking fees and compliance deposit.
- I further understand that 50% or 100% of the pre-paid booking fees may be forfeited for any cancellation within 30 days or 7 days (respectively) of the hire date and that I may forfeit some or all of my compliance deposit if any relevant T&Cs are breached.

Signed:

Date: