

TOPCLIFFE AND ASENBY VILLAGE HALL BOOKING FORM

Name

Organisation (if applicable)

Address

Daytime Telephone Evening Telephone..... Mobile.....

Date(s) and times of booking

Purpose of hire (if for children's party, state age range)

	Regular user (Clubs and classes)	Current cost			
		Parishioners	Non Parishioner	Internal use	External use
Main Hall / Lower committee room / Upper committee room @ each	£5.00/hour	£5.50/hour	£10.00/hour		
Kitchen	-	-	-		
Tables					£1 each
Chairs					25p each
Cutlery/crockery/tablecloths				£5.00	£10.00

A £25 deposit may be required which will be refunded if there are no complaints regarding the hiring.

Hall Information:

The village hall is checked and cleaned weekly. It is a condition of hire that all rooms are left in a clean tidy condition. Any problems should be reported to the booking clerk Mrs Nuttall (01845 577315).

Kitchen – No tea towels or dishcloths should be left in the kitchen area.

Lights – Ensure all lights are switched off before leaving the hall

Heaters – See instructions posted near each heater control unit

Dehumidifier – Please leave de-humidifier as found ie on or off

Fire Safety – Read fire safety instructions posted at various locations in the hall

I understand the above conditions and instructions and agree to them. I have been given a copy of the standard conditions of hire and having read them agree to follow them.

Signed..... Date

Schedule of Special Conditions

- 1 Permission for the consumption of alcohol during the requested hire period can only be granted if this agreement is countersigned by two members of the village hall committee. Application for a liquor licence must be discussed with and agreed by the committee.

Signed..... (Hirer)

Signed..... (Committee Member)

Signed..... (Committee Member)

- 2 Permission for the hire period to finish later than 12 o'clock (midnight) can only be granted if this agreement is countersigned by two members of the village hall committee.

Signed..... (Hirer)

Signed..... (Committee Member)

Signed..... (Committee Member)