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BOOKING AGREEMENT

Version: 24 Feb 2025

Event Purpose:	Hire From Date: i.e. 24-Jun-2022 Thu	Day of week
Company: (If applicable)	Hire to Date: i.e. 24-Jun-2022 Thu	Day of Week
Hires' Name:	Mobile:	
Telephone:	Sale of Alcohol? Application for licence	Hirer requires licence from NHDC YES/NO:
Email:		
Full Address: Including Postcode	Hirers' Bank:	
	Account Name:	
	Account No:	
	Sort Code:	

Health & Safety: Please answer Yes or No if planning to bring:		Please provide details of hire that may need to be accessed for H&S:	
Cooking equipment Y/N	Hazardous chemicals Y/N		
Compressed gases Y/N	Electrical equipment Y/N		
Combustible items Y/N	Or use outdoor space Y/N		

Period of Hire: (Check Calendar on website for available days. Dates need to be confirmed by VHMC before completing this form)

IMPORTANT: Hire time starts when the hall is opened and ends when the hall is vacated and Locked up. Please allow for set up and clearing up. The opening times is 9am-11:30pm Sunday to Thursday & 9am-12:30am Friday to Saturday. See Page 2 Price List for hourly and day rates.

Mark options to Hire:	
<input type="checkbox"/> Whole Hall	<input type="checkbox"/> Music Room
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Round Tables

Booking Dates: i.e. 24-Jun-2022	Day of Week: i.e. Thursday	Start Time: i.e. 12pm is noon	End Time: i.e. 12:30am	Hire For: No of Hours or Days	Hire Rate £: Hourly or Day rate	Sub Totals £:

Other Charges: i.e.: Round Tables	Other Charges: Total: £
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IMPORTANT: A deposit is to be paid at time of booking in Addition to the hire charge and returned to hirer subject to the Terms & Conditions in this agreement.	Deposit: £ Normally £100 Confirmed by VHMC	Total Hire Charge: £
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Payment Method: BAC's AND CHEQUES: Please add name and date of booking as reference i.e. 15082021SMITH . DEPOSIT AND HIRE CHARGE: To be paid in ADVANCE, prior to collection of the keys.	Total to Pay £ (Deposit + Hire)
<input type="checkbox"/> Bacs BACS payments to: H&EVHMC , Bank: Lloyd's Bank , Account Number: 01757095 , Sort Code: 30-94-30 <input type="checkbox"/> Cheque Cheque payments to: Hinxworth & Edworth Village Hall Management Committee	

Acceptance:
IMPORTANT: 'I have read and accept the "Terms and Conditions" & "Special Conditions of Hire" (Pages 3,4 & 5 of this agreement) and also I have read and accept the Covid Guidelines available on the website Booking Forms Page:

Hirers' Name: (block capitals)	Date signed: i.e. 10-Feb-2022
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Hirers' Signature: (sign or insert image)	Digital Form Complete: Check details are correct then select YES to make ready only, then email <input type="checkbox"/>
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Please email completed PDF form to hinxworth.and.edworth@gmail.com or deliver to the Bookings Clerk