

Print, fill & Scan this form or use
Acrobat Reader to fill in form

BOOKING AGREEMENT FOR GROUPS

Version: 24 Feb 2025

Club/Society: Name:		Telephone:	
Full Name: of Lead Person		Mobile:	
Email:			
Full Address: Including Postcode			

Other Contacts: Please provide names and telephone numbers of two other full time members:

Name:		Mobile:	
Name:		Mobile:	

Booking Schedule: (Check Calendar on Website to check available dates – All dates & times booked will be confirmed by VHMC)

IMPORTANT: If for any reason a booking date is not required, please cancel it with VHMC ASAP so it can be made available. If time extends beyond the agreed booking hours, please inform VHMC so charges can be adjusted accordingly. 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. The opening times is 9am-11:30pm Sunday to Thursday & 9am-12:30am Friday to Saturday. Please provide required opening and locking up time as soon as it is known to VHMC.

Frequency of Hire: Weekends reserved for one off events - Times in ½ hour increments

Also highlight all required booking dates on the Booking Calendar: on Page 2

To Hire:	<input type="checkbox"/> Whole Hall	<input type="checkbox"/> Meeting Area
	<input type="checkbox"/> Music Room	

Freq. of Hire: i.e. every Friday weekly between 2pm – 5pm	
Exclusion Dates: i.e. 24-Dec, 31-Dec	
Extra Dates: i.e. 09-Jun 9am-1pm	

No of Keys Held: Keys ONLY to be used for during agreed booking times – all other times requires authorisation from VHMC member

Front Door:		Store Room:		Music Room:		:	
--------------------	--	--------------------	--	--------------------	--	---	--

Payment Method: (Deposit and hire charge to be paid in advance, prior to collection of the keys)

<input type="checkbox"/> Bacs	BACS payments to: H&EVHMC , Bank: Lloyd’s Bank , Account Number: 01757095 , Sort Code: 30-94-30	Hourly Rate: £
<input type="checkbox"/> Cheque	Cheque payments to: Hinxworth & Edworth Village Hall Management Committee	
BAC’s and Cheques: Please add name and date of booking as reference		

Acceptance:

IMPORTANT: ‘I have read and accept the “Important Information to all Regular Bookings”, “Terms and Conditions” & “Special Condition 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-2021
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"/>

Please email (share) completed forms to hinxworth.and.edworth@gmail.com or deliver to the Bookings Clerk