

Walberton Village Hall Private Booking Form

Hiring fee for this occasion: _____

Please complete and return a copy of this form to the address below with full payment or a deposit of 10%. (Cheques payable to Walberton Village Hall). In addition, a refundable deposit is required against damage, this should be lodged with management on the day of hire and will be returned uncashed unless a problem has arisen. The damage deposit on this occasion is _____

Bookings cannot be held if the form is not returned within 14 days.

Name of Hirer _____

Address _____

_____ Phone No _____

Reason for hire _____

Date of Hire _____ Main hall Small hall

From (time)* _____ to _____ Approx. No. attending _____ (adults/children & teenagers under supervision)

Requirements (Please state approximate number):

Tables _____ Chairs _____ Cups/saucers _____ Dinner plates _____ Side plates _____

The hall does not supply glasses, cutlery, dish or tea cloths

Will you use the stage? Yes No Do you wish to use the hall sound equipment? (£10) Yes No

For performance use only.

Will alcohol be sold on the premises? Yes No

If alcohol is sold, it is the responsibility of the hirer to obtain a licence from the Local Authority.

Any other equipment to be brought into the hall: e.g Disco equipment etc _____

Electrical equipment must comply with safety regulations.

Do you require the hall cleaning service? (£50) Yes No

*I have read and agree to the Hall Terms and Conditions of Hire***

Signed _____ Date _____

Notes:

Parking: Hirers of the hall please note that cars can only be parked immediately in front of the hall entrance for loading and unloading. cars must then be moved into the car park. the front of hall area must be kept clear for disabled and emergency vehicles.

Risk: The following are not permitted in the Village Hall for insurance and Health and Safety reasons: Bouncy Castles and inflatables, **indoor or outdoor fireworks** (on the playing field).

The playing field and car park are owned by the Parish Council and we have no control over their use during your event.

Commercial publicity on the highway is not permitted by the Local Council. The Council is liable to fine offenders.

*This is the full duration of your booking. You must include the time needed for setting up and cleaning etc. Note that 'midnight' means 'midnight' and you must be ready to leave at that time and no later. Extra hours (if available) may be requested under exceptional circumstances and will be charged accordingly.

**The Terms and Conditions of Hire are available upon request and may also be downloaded from <http://www.walbertonvillagehall.org>

Contact:

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