



SATURDAY ALL DAY HALL HIRE AGREEMENT and BOOKING FORM

This agreement is made the _____ day of _____ 202

BETWEEN (1) The CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE (“CVHMC” or “us” or “we”)

(2) Name:

Phone Number:..... Email:.....

Address:.....

(“you” or the “Hirer”- **All persons must be of the age of 21 years or over**)

1. In consideration of the hire fee set out below you may use the Crockenhill Village Hall (the “Hall”) for the purpose and on the terms set out below and in the Standard Conditions of Hire listed on our website and displayed inside the village hall on its notice board (the “Standard Conditions”) which are deemed incorporated in this agreement. **Where there is any conflict between the Standard Conditions and the conditions set out in this agreement, this agreement will prevail.**
2. A plan of the Hall is displayed on the website and displayed in the hall on the village hall notice board for your convenience.
3. You must ensure that the event is appropriately supervised at all times.
4. You must ensure that your booking includes preparation and clearing up time or you will be charged additional hire fees.
5. The particulars of your booking are:

Type of Event:

Date(s) required: _____ Time required: _____

If you enter the hall outside of your agreed times you may not be covered by our insurance policy and will be charged a minimum of one extra hour.

Additional facilities required (if any): Stage lighting Y / N Bar facilities Y / N

Details and Purpose of Hire: (Please circle Yes (“Y”) or No (“N”) as appropriate)

- a) Private Event Y / N b) Public Event Y / N c) Lunch/Dinner Y / N d) Party Y / N
- e) Dance/Disco Music to be played at the event Y / N f) Bouncy Castle to be erected in or outside the building Y / N
- g) Alcohol to be sold at the event (or included in ticket price)- please refer to section 3D & 5B of conditions of hire Y / N
- h) Commercial purposes (only in exceptional circumstances & you must provide a copy of your certificate of public liability insurance) Y / N.
- i) Any other requirements
- j) Hearing loop is available, please contact the Parish Council by email clerk@crockenhillpc.org.uk

PLEASE NOTE THAT THERE IS A POWER LIMITATION IN THE HALL. THE SOCKETS ON THE STAGE PLUS THOSE IN THE KITCHEN HAVE A POWER TOTAL OF 16AMPS, WHICH IS EQUIVALENT TO 3.68 KILOWATTS.



SECURITY DEPOSIT REFUND FORM

Name of hirer:.....

Date of hire:.....

Account Holder name to which refund should be made:.....

Bank Name:.....

Sort Code: Account Number:.....

Signed by hirer:.....

FOR OFFICE USE ONLY

Security deposit paid: £

Total deductions (details below): £

Security deposit balance to be refunded: £

Reason for deductions:

Signed Hall Manager:.....Dated: