

HIRE AGREEMENT - BOOKING FORM

Please return completed form to: hortonvhbookings@googlemail.com

or post to: Glyn Ottery, Re HORTON VILLAGE HALL BOOKING, The Magnolias, Shave Lane, Horton, Somerset TA19 9QP

Contact Name:	
Organisation:	
Contact Address:	
Email address:	
Contact telephone no:	

BOOKING DETAILS	1st hire	2nd hire	3rd hire	4th hire	5th hire	6th hire
Date(s) of Hire						
Start Time						
Finish Time						
Event type (dance/meeting/lunch etc)						
Anticipated number of people attending						

LICENSING DETAILS	Please see separate notes regarding alcohol on premises
Will Alcohol be available?	
Will Alcohol be on sale?	

ROOMS REQUIRED	(Tick)	Capacities
Main Hall only		Main Hall: 120 seated at tables or 264 dance or cinema seated
Meeting Room only		
Main Hall & Kitchen		Meeting Room: Max 18 - without tables
Meeting Room & Kitchen		
The Whole Hall		

BOOKING FEES	
Total Booking Fee	
Bond Cheque (if applicable) - returnable after the event	
Deposit Payable on Booking - 50% of Total Booking Fee	

The outstanding balance plus separate bond cheque (where applicable) to be received at least two weeks prior to date of hire.

Declaration:

I have read, understood and agree to abide by the Horton Village Hall Standard Conditions of Hire and any further conditions specific to this individual hire. I agree to pay the full amount indicated prior to the booking taking place, and to return the hall and all its property to a representative of the Hall Committee in a fit state and within the agreed timeframe.

Signatures:

Hirer
.....Date

Hall Committee Representative
.....Date