

# Gittisham Village Hall

## Booking Form and Hire Agreement

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**To confirm a booking, please fill in the booking form and hire agreement below and send with a deposit if required (cheque or bank transfer) to:**

Mrs J. Turner, Myrtle Cottage, Gittisham, EX14 3AE or [judith.turner8@btinternet.com](mailto:judith.turner8@btinternet.com)

Bank details – Gittisham Parish Hall, 40-24-28, 70375128

If you have any questions about filling in this form and the conditions of hire, please contact Judith on 01404 851 061 or 07974 829 187.

### Personal Information

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

### Event Information

Type of event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_  
Start time (include preparation): \_\_\_\_\_ Finish time (include clearing): \_\_\_\_\_  
N. of attendees: \_\_\_\_\_ Public/Private? \_\_\_\_\_  
Use of kitchen? \_\_\_\_\_ Name of caterer: \_\_\_\_\_

Additional information (e.g. use of particular equipment or any additional requests)

### Hire agreement

I, \_\_\_\_\_, having booked Gittisham Village Hall for a private/public event on \_\_\_\_\_ agree to the terms and conditions and hire as set out overleaf. I understand that if these terms are not met, charges may be levelled accordingly.

I, \_\_\_\_\_, am nominated as licensee of the premises for the duration of the hire. I will familiarise myself with the licence conditions displayed in the hall foyer and be in attendance for the duration of the period of hire.

Signed ..... Dated .....

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### Terms and conditions

**Bookings:** I understand that my booking is only confirmed once in receipt of a written confirmation from the Bookings Secretary.

**Payment:** I guarantee to pay in full for the hire 7 days ahead of the event.

**Deposit:** I understand that a deposit may be requested to confirm my booking (£100 for weddings).

**Event:** I guarantee to use the premises for the purposes specified on this booking form and to keep within the agreed timings.

**Capacity:** I guarantee not to exceed the maximum capacity of 120 people on the premises.

**Temporary Events Notice (TEN) licence:** I am responsible for obtaining a licence to carry out a 'licensable activity' (e.g. to sell alcohol or provide entertainment such as music).

**Smoking:** I guarantee that no smoking will take place on the premises during the event.

**Accidents:** I will report any accidents to a member of the Village Hall Committee and write these up in the accident book.

**Parking:** I understand that parking around the village hall should be considerate of other road users and village residents and not obstruct the main highway or drives.

**Noise:** I agree to be respectful of neighbouring properties and keep noise down.

**Damages:** I am responsible for damages incurred at that event and I will arrange and pay for any necessary replacement or repair.

**Safety:** I will familiarise myself and attendees with fire evacuation procedures.

**Cleaning:** I guarantee to leave the hall, toilets and outside areas clean and tidy after the event, including removal of landfill waste and recycling. Any cleaning will be completed during the period of hire.

**GDPR:** I understand that Gittisham Village Hall Committee will securely store my personal information and keep this for a period of up to 2 years before permanently deleting this in accordance with GDPR.

Signed ..... Dated .....