**Gittisham Village Hall Booking Form and Hire Agreement**

To confirm a booking please fill in this booking form and hire agreement and arrange payment via BACS or cheque.

Carol Hall, Part drillers, Gittisham, Devon EX14 3AJ carol.partdrillers@gmail.com 07854 492347

Bank details: The Gittisham Parish Hall, 40-24-28 70375128

**Booking Form**

Name Telephone

Address

 email

Type of event Date of event

Start time Finish time

(including preparation and clearing)

Number of attendees Public / private

Use of kitchen Name of caterer

Additional information (eg use of particular equipment or any additional requests)

**Hire Agreement**

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

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am nominated as licensee of the premises for the durations 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

**Bookings** I understand that my booking is confirmed only 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

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

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

**Temporary Events Notice Licence** I am responsible for obtaining a licence to carry out a ‘licensable activity’, eg to sell alcohol or to 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 the noise down

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

**Safety** I will familiarise myself and attendees with fire precaution 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