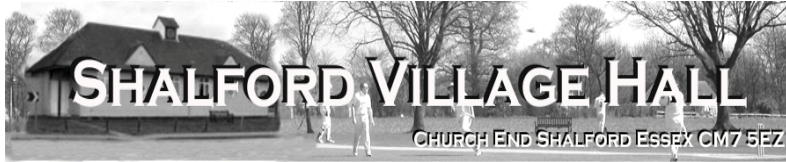


SHALFORD VILLAGE HALL BOOKING FORM



Available for Hire – Weddings – Parties – Clubs -Playing Field - Cricket & Football

REG.CHARITY 301392
Member of the RCCE

Church End
Shalford
Essex CM7 5EZ

DATED:

HIRER:

- (1) 1.2 The Booking Clerk on behalf of the Hall Committee
- (2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

In consideration of the hire fee described in clause 1.4, the Shalford Management Committee agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

Dates(s) required:

Day(s)

Month

Year

Total Hours required

Start Time

Finish time

Preparation time

Shalford Village Hall

(a) Registered Charity No:

3013192

(b) Authorised Representative:

Booking Clerk
Mrs Nicola Walton

Tel 07505 282374

Address:

Rosedale, Church End. Shalford
CM7 5EZ

Hirer: (must be at least 18 years old)

(a) Name:	
(b) Voluntary/Statutory/Commercial	
(c) Name of Organisation's Authorised Representative:	
Office held	
Address:	
Contact Telephone Numbers:	
Mobile Number.	
Scale Fee:	£
Use of kitchen	£

The Hirer shall pay a deposit of £150 for a private social function or as required by the Designated Hall Manager. **The Deposit is banked prior to the hire date.** This deposit will be refunded within 28 days of the termination of the period of hire subject to any deductions for failure to meet the Conditions of Hire. **Please note: The Village Hall Committee reserves the right to cancel a booking during a weekday if the hall is required for a resident's funeral. At least one week's notice will be given.**

Receipt No	
Cheque No	
Cash	

Premises and outside sports facilities
(For block bookings and regular hirers please see back page)

Main Hall only: (Not licensed for Alcohol)	
Kitchen (not Licensed for Alcohol)	
Showers	
Outside Sports facilities	

Purpose/description of hiring

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Will it be a public or private event?	
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Is food (other than biscuits/cakes) to be provided at the event?	
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1. The Shalford Hall has a Premises Licence authorising the following regulated entertainment and licensable activities. Please tick which licensable activities will take place at your event:

Activity	Please tick which of the following activities to take place at your event	Times Hirer would like the activity/activities to take place
a. The performance of plays		
b. The exhibition of films		
c. Indoor sporting events		
d. The performance of live music		
e. The playing of recorded music		
f. The performance of dance		
g. Entertainments similar to those		
h. Dancing		
i. Craft fair or sale		
j. Use of outside sports facilities		
k. Other		

Will alcohol be available at your event? (delete as applicable)

YES / NO

If you answer yes to the above question, you will need to obtain permission from the Hall Booking Clerk

The Booking Clerk will require you to provide a Personal License Holder

Alcohol must NOT be taken outside the building (unless agreed with Booking Clerk)

The Hall *has* a licence with the Performing Rights Society for the performance of copyright music

3. The Hirer/Hirer's authorised representative stated in 1.3 above agrees with the Management Committee to be present and in charge at all times during the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Trust and the Hirer.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Trust:

Signed Nicola Walton Designated Booking Clerk Dated.....

Signed by the person named at 1.3(a) above or at 1.3(c) above (duly authorised, on behalf of the organisation named at 1.3(b)) above, where applicable who must be at least 18 years old. NAME (In capitals) ORGANISATION (If applicable) Office held
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Block Booking of dates List below

DATE	FACILITY REQUIRED

Any Special Agreement.....
.....
.....

Regular Hirers Please complete

Day of the week hire takes place	Time

Please note: We reserve the right to charge an additional £10 fee to cover the caretaker’s cost if additional cleaning is required after use. Also please ensure all lights and heating are turned off.

Hall Hire Charges from April 2019

Village Residents:

Weekdays before 6 pm £12.50 per hour

Weekdays after 6pm £14.00 per hour

Weekends £17.50 per hour

Non Residents:

Weekdays before 6 pm £14.50 per hour

Weekdays after 6 pm £17.50 per hour

Weekends £23.00 per hour

Weddings From £200

New Years Eve £175

Field Hire by separate negotiation with Booking Clerk

A deposit of £150 which will be banked and returned after hall has been checked for damage will be required with completed Booking Form.

(updated May 2019)