SHALFORD VILLAGE HALL CAR PARK 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

Please pay particular attention to items marked in red on this form

Dates(s) required:

One off booking	Repeat booking

Day(s)		Month		Year	

Start Time

Finish Time

Hirer: (must be at least 18 years old)

Organisation Name:

Name of Organisation's Authorised Representative:

Address:

Contact Telephone Numbers:

Mobile Number.

Access to internal facilities required.

Electricity	Yes	No
Toilets	Yes	No

Purpose/description of hiring

Is food (other than biscuits/cakes) to be provided?

Yes	No

a) If YES, appropriate Food & Hygiene Certificates MUST be submitted to the Booking Clerk and displayed at the time of the event.

b) Where relevant a Risk Assessment MUST be conducted and submitted to the Booking Clerk and where appropriate evidence of Public Liability Insurance.

c) Food Retailers must have an adequate Food Hygiene Rating

Documents Submitted	
No	Yes

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Will alcohol be available?

Yes	No

If you answer yes to the above question and an entrance fee is charged or alcohol is sold, you will need to obtain a Temporary Events Notice from the Council and supply a copy to the Hall Booking Clerk

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Please tick to confirm the following:

☐ The Hirer/Hirer's authorised representative stated above agrees with the Management Committee to be present and in charge al all times during the hiring and to comply fully with this Hire Agreement.

☐ 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.

We reserve the right to charge an additional £50 fee to cover the caretaker's cost if additional cleaning is required after use.

☐ The Management Committee requires all hirers to acknowledge their responsibilities towards the safeguarding of children and venerable adults and where relevant have a Safeguarding Policy in place.

The Management Committee will not accept any verbal or physical abuse to its members or the general public and will consider this agreement terminated if this occurs.

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.

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 wake. At least two week's notice will be given.
We will always try our best to accommodate a resident's funeral wake. Please ask.

Signed by the person named above or a person duly authorised on behalf of the organisation above, where applicable who must be at least 18 years old.

Signature ……

NAME (In capitals) ……

ORGANISATION (If applicable) ……..

Office held ……..

Amended Sept 2026

For Internal use

Temporary Events Notice received ☐

Risk Assessment Received ☐

Liability Insurance Received ☐

All relevant boxes completed by hirer ☐