EATON BRAY VILLAGE HALL

Charity No. 300026

Name of Hirer				
Address				
Telephone number		**Area:**		
Date of Hire		Hrs. =	**Ref. No**	
Time of hire		**Total Cost**	£	
Do you require crockery and cutlery? Do you require the partition up?	Yes/No Yes/No	Will you be applying for a Temporary Event Notice? **– If you are selling alcohol, you must apply for one.**		Yes/No

THE PROVISIONAL BOOKING WILL BE HELD FOR 7 DAYS. PLEASE RETURN THIS FORM, SIGNED, WITH YOUR DEPOSIT, WITHIN THAT PERIOD. IF NO DEPOSIT PAYMENT IS RECEIVED WITHIN 7 DAYS, THE BOOKING WILL BE CANCELLED.

Any balance outstanding is to be paid to the Booking Clerk **10 DAYS** before the event together with a £150.00 **Breakages Deposit.** The booking time **includes any set up and/or clear up time.** Please contact the Booking Clerk to arrange for collection of the key **PRIOR** to your event. (**Tel: 07975-797202)**

Please return this form to: **Mr.N H Lee, 9 Comp Gate, Eaton Bray, Bedfordshire, LU6 2AU. (Tel: 01525 222831)**

UNDERTAKING BY THE HIRER

I/WE AGREE:

1. to pay a **non-refundable** deposit of £50. To pay hire fees less than £50.00, in advance.
2. to leave the rooms in a clean and fit condition for the next user, to the satisfaction of the Hall Committee; and that, any Hall labour used in excess cleaning of the said rooms on my/our behalf will be charged to me/us at £25.00per hour.
3. **to pay for the removal of rubbish from the site resulting from my/our hire and any damage done to the structure, furniture or equipment of Eaton Bray Hall resulting from the use of the Hall by me/us on the date/dates set out above.**
4. that the function will be run at the times set out above, and the attendees will arrive and depart, in an orderly manner, so as not to cause noise and/or nuisance to the neighbours of the Hall. This is paramount at late night functions!

I/WE UNDERSTAND and ACKNOWLEDGE:

that if alcoholic beverages are offered for sale, I/we must obtain a Temporary Event Notice, and must contact the Booking Clerk before an application is made. I/we understand the Hall is only allowed a set number of Temporary Event Notices in any one calendar year

PLEASE NOTE:

Fire precautions state that the maximum number of persons permitted in the Hall at any one time is 220.

During your hire period, other parts of the Hall might be in use for other purposes but this will not interfere with the area covered by this booking.

If the booking fee is less than £50, the whole fee is payable with this booking form and the breakages deposit is payable as above.

There is no telephone in the Hall – You are advised to take a mobile

I confirm that I am over 18 years of age and responsible for the above agreement

I return my booking form and attach cheque, made payable to *EATON BRAY HALL MANAGEMENT COMMITTEE*

PLEASE NOTE - THIS DOCUMENT REPRESENTS A CONTRACT BETWEEN THE HIRER AND THE HALL TRUSTEES - subject to terms and conditions – available on request

Due now secure to booking	£		**Due before event (one week)**	£
Amount paid in advance:			Any balance outstanding	
Deposit to hold booking			Breakages deposit	150.00
Total due now				

Signed **Name (Print)** **Date** **Trustees** **Date**