

HIRE AGREEMENT BOOKING FORM

Name of Hirer (Responsible for Payment)

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Address:

.....

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Telephone No: Email:

Date of Hire: Time: From To

Type of Function/Event:

			Cost
Room Hire Charge			£
Will alcohol be sold? (Additional £10 charge) If 'Yes' please contact Alison on 07791 506969 to arrange bar (Licence Fee Charge £25.00, other charges may apply)	Yes	No	
Will there be a Disco/Sound System/Amplifiers? (Additional £10 charge)	Yes	No	
Will there be a Bouncy Castle? (Additional £10 charge)	Yes	No	
Do you require the use of the kitchen? Lincat Boiler, Fridge, Crockery & Cutlery (Additional £2 charge) All of the above plus ovens and warming cabinet (Additional £10 charge)	Yes Yes	No No	
What is the maximum number of persons you expect to attend?			
I enclose a security deposit cheque for £100 (made out to Haughton Village Hall)			
Charges are per session (see the Regulations for the Hire of Haughton Village Hall for the session times)			
Total Hire Charge			

I have read and accept the terms and conditions set out in the Regulations for the Hire of Haughton Village Hall and agree to pay Haughton Village Hall for any losses or damages incurred during this hire period caused by the hire party or any of their guests.

Date: Signature:

Name (Please Print)

Please note: steps MUST be taken to ensure that the level of noise emanating from the Hall or caused when persons leave the Hall late at night, is such as not to disturb the residents in the locality.