Hawkesbury Parish Hall - Booking Form

Registered Charity no. 1176993

Please complete this form and hand to booking secretary or email to bookings@village-hall.org

Please arrange key access for your hire via the booking secretary or sign key out/in at local shop.

Note to Applicant: Please read the Terms and Conditions, which accompany this form.

The key for access to the Hall for your hire can be arranged with the booking secretary or signed out/in via the shop

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| Purpose of Hire & expected number of users e.g. meeting 20, party 120, dance class 10 etc. |
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| Facilities/equipment requirede.g. chairs, tables etc | Price or price per hour | Hours required | Days of week | Dates RequiredFrom / To | No. of weeks | Times RequiredFrom / To | Total Fee |
| **Main Hall Unlicensed (no stage)**Weekdays up to 6pmAfter 6pm & Weekends | £7.50/hr£9.25/hr |  |  |  |  |  |  |
| **Main Hall Licensed (no stage)**From 6pm to midnightFor extra hours use above hourly rates | Village Org£150.00Private Hire£250 |  |  |  |  |  |  |
| Ceiling Fabric Hire | £35.00 |  |  |  |  |  |  |
| Round table hire (max 10 tables x 10 persons per table)Includes cloths & laundryNo tablecloths | £12.50/table£6.50 /table |  |  |  |  |  |  |
| Large meeting room upstairs | £6.00/hr |  |  |  |  |  |  |
| Stage Hire, lighting on request | £15.00 |  |  |  |  |  |  |
| Changing rooms & showers | £25.00 |  |  |  |  |  |  |
| Changing rooms only | £7.50 |   |  |  |  |  |  |
| Caravans – no facilities | £10.00 /night |  |  |  |  |  |  |
| Bar Extension | £30.00 |  |  |  |  |  |  |
| Field – Special Events | £350.00 (£100 deposit) |  |  |
| \* For bar information, please telephone:  01454 238511License hours: 12.00hrs – 23.30hrs | Deposit £75 (evening) £35 (day) |  |
| TOTAL  |  |

## Bank Details: Hawkesbury Hospital Hall, 30-90-89  36686068

## Applicant Details

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| Name of Applicant | Organisation/ Position & Address |  Email Address |
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I agree to be personally responsible for the fees and charges in respect of this letting, and I will observe the Terms and Conditions, which I have read.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking Secretary

For and on behalf of Hawkesbury Parish Hall.

Lorraine Rutter 07972 508621