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](mailto: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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Purpose of Hire & expected number of users e.g. meeting 20, party 120, dance class 10 etc. | | | | | | | | | | |
|  | | | | | | | | | | |
| Facilities/equipment required  e.g. chairs, tables etc | Price or price per hour | Hours required | Days of week | Dates Required  From / To | | No. of weeks | Times Required  From / To | Total Fee | |
| **Main Hall Unlicensed (no stage)**  Weekdays up to 6pm  After 6pm & Weekends | £7.50/hr  £9.25/hr |  |  |  | |  |  |  | |
| **Main Hall Licensed (no stage)**  From 6pm to midnight  For extra hours use above hourly rates | Village Org  £150.00  Private Hire  £250 |  |  |  | |  |  |  | |
| Ceiling Fabric Hire | £35.00 |  |  |  | |  |  |  | |
| Round table hire (max 10 tables x 10 persons per table)  Includes cloths & laundry  No 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 238511  License hours: 12.00hrs – 23.30hrs | | | | | Deposit £75 (evening) £35 (day) | | | |  | |
| TOTAL | | | |  | |

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

## Applicant Details

|  |  |  |
| --- | --- | --- |
| Name of Applicant | Organisation/ Position & Address | Email Address |
|  |  |  |

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