

Basildon Village Hall and Recreation Ground

Children's Party Hire Agreement

ROOMS Please tick all you wish to hire

Dixon Room **Bruton Room** **Committee Room**

DATE OF HIRE Day Date Year.....

TIME OF HIRE Fromam/pm Toam/pm
(NB: This must include time to set up and clear away)

HIRING RATE £ 60 for four hours (including set up and clear up time) and an additional £15 per hour thereafter as agreed with the bookings secretary

NATURE OF FUNCTION **Total anticipated number of people attending including caterers etc.**

Approximate Age Range of those attending

HIRER'S NAME

ADDRESS

.....**Post Code**

CONTACT NO

EMAIL

RECREATION GROUND Please note that hire of the village hall does not include exclusive use of the public recreation ground. You are entitled to use it but you cannot claim exclusive use.

Is the recreation Ground to be used? YES / NO

If **YES**, please give brief details

.....

.....

ALCOHOL Will alcohol be provided at your event? **YES / NO**
Will there be a chargeable bar? **YES / NO**

MUSIC Unamplified, live music **YES / NO**
Disco **YES / NO**
Amplified, live music **YES / NO**
No music **YES / NO**

HEARING LOOP Do you require the use of the hearing loop? **YES / NO**

PAYMENT

A refundable deposit of £30 is required at the time of booking. The deposit will be returned within 21 days of the event unless deductions are necessary. Deductions are at the absolute discretion of the Trustees and will be made in the event of any of the following:

- Breach of the General Rules Governing the Use and Hire of Basildon Village Hall and Recreation Ground
- Failure to clear up to a satisfactory standard
- Damages or breakages caused during the period of hire

The full cost of hire is to be paid at least 14 days before the event. Payment can be made by cheque or bank transfer. Cheques should be made payable to **Basildon Village Hall**. If you wish to pay by bank transfer please email the bookings secretary for further information.

DECLARATION

I confirm that I have read the 'General Rules Governing the Use and Hire of Basildon Village Hall and Recreation Ground' and will strictly observe all the conditions.

I consent to the hall using my data and sharing it with specific third parties for the purposes of administering my booking, as detailed in the 'General Rules Governing the Use and Hire of Basildon Village Hall and Recreation Ground'.

Signed Date
(Hirer – must be over 18 years of age)

I enclose a cheque for £..... made payable to **Basildon Village Hall** as deposit for my booking

Or:

I wish to pay by bank transfer.

Please Note: Basildon Village Hall uses personal data for the purposes of managing the hall, its bookings and its finances. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Hall Bookings Secretary.

Please post this form in the letterbox at the Village Hall or post to:

Basildon Village Hall, Bethesda Street, Upper Basildon, Berkshire RG8 8TD

Bookings Secretary: Sarah Jenkins

Tel: 07870 381291 Email: bookings.basildonvillagehall@gmail.com

For office use only:

CONFIRMATION OF BOOKING:

Signature of Bookings Secretary..... Date

Deposit received Payment received

Entered into calendar