

Basildon Village Hall and Recreation Ground 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 £..... per hour or £..... in total as agreed with the bookings secretary.

NATURE OF FUNCTION Reason for hire:

Total anticipated number of people attending including caterers etc.

Approximate Age Range of those attending

HIRER'S NAME

Name of Company / Organisation (if applicable)

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 £50 or 50% of the total hire charge (whichever is higher) 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**.

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
(Hirer – must be over 18 years of age)

Date

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

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 only. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. Full details explaining how we will use your information is provided in the 'General Rules Governing the Use and Hire of Basildon Village Hall and Recreation Ground'. If you have any questions 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 pop this form in the letterbox at the Village Hall or post to:

Helen Longworth, Basildon Village Hall, Bethesda Street, Upper Basildon, Berkshire RG8 8NU

Bookings Secretary: Helen Longworth

Tel: 07875369841

Email: bookings.basildonvillagehall@gmail.com

For office use only:

CONFIRMATION OF BOOKING:

Signature of Bookings Secretary..... Date

Deposit received Payment received

Entered into calendar