

Basildon Village Hall and Recreation Ground Regular Hire Agreement

ROOMS Please tick all you wish to hire

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

DATES OF HIRE Please circle the days you require on the calendar provided by the Bookings Secretary.

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

HIRING RATE £..... per hour 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

INVOICE CONTACT Name

DETAILS (IF DIFFERENT) Address

.....Post Code.....

Contact Telephone Number

Email.

CANCELLATION Please email the bookings secretary at least 24 hours in advance if you wish to cancel your booking. Cancellations made with less than 24 hours' notice may incur the full hiring fee, at the committee's discretion. Should your booking be affected by a major village event you will be given at least six weeks' notice.

MUSIC Will you use music during your booking? YES / NO

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

ACCIDENTS

Please ensure that you record all accidents, however minor, in the accident book, which is located in the kitchen.

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 agree to adhere to the locking up procedures and accept liability for any loss or damage done to any part of the premises as a result of failure to do so.

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

Please Note: Basildon Village Hall uses personal data only 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. 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