

Hiring Request / Agreement

- When event date and booking fee has been confirmed by the Booking Secretary, this Agreement is to be signed by Hirer and returned in all cases to the Booking Secretary. The booking is not valid without the Hirer's Signature and the deposit having been paid by either BACS, cheque or cash

HIRING REQUIREMENTS				
Hirer's Name		Organisation		
Invoice Address				
Telephone Number		Email Address		
Name of Responsible Person (during hire)		Mobile Phone Number (During hire)		
It is an Authority Regulation that a Mobile Phone is present during the Hire for any Emergency 999 Call.				
Purpose of Hire		Expected Attendance		
Access to Hall Start Time (date & time)		Hire End Time (date & time)		
Will alcohol be served or consumed?	<input type="checkbox"/> No <input type="checkbox"/> Yes - if "Yes", you MUST inform the booking secretary and an Application for Approval to serve Alcohol form is to be completed and approved.			
Please tick the boxes below to show rooms and chargeable equipment/services required.				
Item		Additional information about requirement	Hire Cost £	
Main Hall	<input type="checkbox"/>			
Activity Room	<input type="checkbox"/>			
Bar & Glasses	<input type="checkbox"/>			
Tablecloths / Chair covers	<input type="checkbox"/>			
Projection/Stage/Sound/Lighting	<input type="checkbox"/>			
Other (please specify)	<input type="checkbox"/>			
TOTAL COST				
Non-returnable deposit (25%) to secure booking				
Balance of Hire Fee due 14 days before hire				
Bond (returnable if no breakages/damage/special cleaning needed) due 14 days before hire				
Cheques are payable to "Worsall Village Hall"				
BACS a/c 10007105 sort code 55-81-44				
TOTAL FEE				
<p>The Hirer agrees to the hire of premises and equipment as detailed above being in accordance with the Worsall Village Hall Hiring Conditions.</p> <p>The Hirer is responsible for ensuring the Safeguarding of Children and Vulnerable Adults at the Hall during their hire period.</p> <p>By making this booking the Hirer confirms that they have safeguarding arrangements in place complying with current legislation and Worsall Village Hall Safeguarding Policy.</p>		<p>Hirer confirms agreement to the above and these conditions</p>	<p><u>Hirer's Signature</u></p>	
For WVH use.	Deposit Received by WVH Rep.	£	Date	Initials:
	Balance Received by WVH Rep.	£	Date	Initials:

One copy of this document to be retained by hirer and one by Worsall Village Hall

Essential additional information - Please Complete Page 2

One copy of this form will be retained by Worsall Village Hall management committee as per GDPR policy.

Please submit completed form to Booking Secretary, Worsall Village Hall, Church Lane, Low Worsall TS15 9BQ
 Email – bookings@wvh@gmail.com

WORSALL VILLAGE HALL

Registered Charity NO 523448

Hiring Request / Agreement

This information is helpful for Volunteer staff at the hall and is APPLICABLE to LARGER FUNCTIONS, such as PARTIES, WEDDINGS, TRADE SHOWS etc. Frequently items get left after an event and it's helpful when returning equipment to its owner. Thank you

Hirer is to complete the applicable boxes below and hand to the Booking secretary on the day!

SERVICE	BUSINESS NAME	TELEPHONE NUMBER
CATERER For both day & evening if using at a wedding.		
BAND, DISCO or other entertainment e.g. Magician or Child entertainer.		
BAR SERVICE PROVIDER – please include all details If more than one over the page.		
FUNCTION SERVICES For example, Bouncy Castle hire, Soft play, BBQ, Sport equipment etc.		
FURNITURE SUPPLY Both Indoor & outdoor		
WEDDING DECORATIONS Including chair covers, lighting hire, staging props, photo booths, table decorations & Florist supplies. Continue over page if more room required!		
Other – Please State		

One copy of this form will be retained by Worsall Village Hall management committee as per GDPR policy.

Please submit completed form to Booking Secretary, Worsall Village Hall, Church Lane, Low Worsall TS15 9BQ
Email – bookings@wvh@gmail.com