

# TODDINGTON VILLAGE HALL BOOKING FORM AND HIRE AGREEMENT

Toddington Village Hall is a Registered Charity, Number 301641

**THIS AGREEMENT** is made between **Toddington Village Hall Committee** ("The Committee") and **The Hirer** named below. On payment in full of the hire charge **The Committee** agrees to **The Hirer** using the rooms identified in this form, subject to our **Terms and Conditions of Hire** as displayed at the hall and on our web site [www.toddingtonvillagehall.org](http://www.toddingtonvillagehall.org).

**THE HIRER** \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_

Mobile number \_\_\_\_\_

**Responsible Person on behalf of The Hirer** \_\_\_\_\_

**On behalf of** \_\_\_\_\_

**ROOMS REQUIRED** All Facilities / Main Hall / Meeting Room (A Kitchen is available to all hirers for an extra charge)

**PURPOSE OF HIRE** e.g. Wedding Reception / Dance / Child's Party / Birthday Party / Public Meeting / Other \_\_\_\_\_

(Failure to disclose the true purpose of hire may forfeit the booking and the hire fee)

**PERIOD OF HIRE REQUIRED Between 09.00 and 24.00**

Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

**(Not after Midnight)**

The Hall will be opened at the Start Time. You must be at the Hall at that time to take charge of the building. **The Hall must be cleared within 15 minutes of the finishing time.** Extra time, if available, will be charged.

**Alcohol to be consumed?** Yes / No

The Hall is licensed for the consumption of alcohol and the Hall Committee is the license holder. Your requirement for a bar must be confirmed at the time of booking and I will forward you a License agreement - there is no charge.

**BOOKING DEPOSIT**

The standard **booking deposit of £100** (or £50 for Children's parties or Business meetings with no alcohol) is payable by Bank transfer on receipt of this form. Details below.

The deposit is normally refunded within 5 days if there has been no damage or contravention of the hire conditions.

**Account details for refund of deposit**

Account: \_\_\_\_\_

Sort code: \_\_\_\_\_

Account No: \_\_\_\_\_

**Please Note:** Parties for young people will attract a large deposit and where judged necessary, an additional charge for the hire of security.

## HIRE CHARGE

The hire charge will be that quoted when you book the hall, subject to the any corrections and changes as a result of errors or incorrect information.

The Hire Charge is to be paid **not less than 14 days** before the date of the hire. If the booking is made within **one month** of the date of hire, the Booking Deposit and Hire Charge are both payable when the booking is made, and must clear the bank before the date of hire.

**HALL CAPACITY:** Maximum licensed capacity is 150 people.

The recommended maximum at tables is 120 without the stage or dance area.

The meeting room capacity is 20 boardroom style and 30 theatre style

## SIGNATURES

As **The Hirer**, I have read and agree to the **Standard Terms and Conditions of Hire and Safety Information** on the website (<http://www.toddingtonvillagehall.org/bookings.htm>).

I hereby accept responsibility for being in charge of the premises for the period of my hire and for ensuring that all conditions of the Public Entertainments License relating to management and supervision of the premises are met.

I am over 18 years of age.

On behalf of **The Hirer** \_\_\_\_\_

Date \_\_\_\_\_

On behalf of **The Committee** \_\_\_\_\_

Date \_\_\_\_\_

Please **sign and return** this form and **pay the deposit** to:

Julia Macphie  
Dower House  
Church Lane  
Toddington  
Cheltenham  
GL54 5DP

Your **deposit** should also be paid directly into:

Account: Toddington Village Hall  
Sort code: 402027  
Account No: 71361767

On receipt of this form and deposit payment you will receive a **confirmation email**.

The **total amount** for your booking (your deposit will be refunded after your event) should be paid directly the above account also.