

## Froyle Village Hall - Short Booking Form

This form can be used for repeat or regular bookings if a full Hiring Agreement is in place.

Name of Hirer: .....

Address: .....

.....

Telephone No: ..... Mobile: .....

Date of completion of **full** Hiring Agreement: .....

The standard session times are: Morning 8.30am – 12.30pm; Afternoon 1.30pm – 5.30pm; Evening 6pm - 11.30pm; All Day 8.30am - 11.30pm.

Hire From: Date and Time: .....

To: Date and Time: .....

Bookings should include set-up and clean-up time. But if the Hall is not booked, up to one hour preparation/clean-up can be arranged free of charge before/after a standard session.

The Hire Fee and Deposit are due immediately, unless agreed in writing, to confirm the booking. The Hire Fee is non-refundable unless there are exceptional circumstances. The deposit will be returned (or cheque destroyed) less any charges for noise, cleaning, breakages, damage, rubbish not completely removed or last-minute booking time extensions.

Hire Fee: ..... Deposit: .....

Cheques: "FROYLE VILLAGE HALL". Bank transfers: Account 01305140 Sort Code 30-90-15.

### Reminders of key points, PLEASE add your **INITIALS** to each section to show your acceptance of them:

The Hirer has completed a Full Hiring Agreement and has read and agrees to the Standard Conditions of hire: ..... and any Special Conditions agreed for this booking: .....

The Hirer is responsible for any/all licences for sale of alcohol, entertainments, performances, lotteries etc and that the appropriate conditions are adhered to: .....

This building is a non-smoking building – enforcement is the Hirer's responsibility: .....

The Hirer is responsible for ensuring that all furniture and other equipment in the hall is returned to its original position at the end of the hire period: .....

The Hirer is responsible for the supervision and behaviour of all attendees, including any use of the public Car Park, Terrace, Recreation Ground and Children's Play Area .....

Care should be taken to protect the floor. No tape. No stiletto heels. Furniture and other heavy objects should be lifted and not dragged. Spillages wiped-up quickly. ....

Floors should be swept, the kitchen floor and surfaces cleaned and all rubbish taken away from the hall premises (NOT put in hall wheelie bins) at the end of the hire: .....

Signed: ..... (on behalf of the Hirer)

Please return your Booking Form with a cheque or details of bank transfer for the deposit (as above) to:- Sarah Zorab, Old Court, Ryebriidge Lane, Upper Froyle, Alton, Hampshire GU34 4JX 01420 520361