

# Hartlebury Parish Hall Management Committee

## Hartlebury Parish Hall Hire Form

<b>To be completed by the Hirer</b>		<input type="checkbox"/> To be completed by the Hirer <input type="checkbox"/> To be completed by the Bookings Secretary <input type="checkbox"/> Required Fields	
<b>Hirer's Details</b>			
<input type="checkbox"/>	Name		
<input type="checkbox"/>	Address including Postcode (Multi-line Entry)		
<input type="checkbox"/>	Telephone No		
<input type="checkbox"/>	Email		
<b>N.B. - Under no circumstances may candles or naked flames be used within the Hall premises</b>			
<input type="checkbox"/>	Date(s)		
<input type="checkbox"/>	Time	From:	To:
<input type="checkbox"/>	Room(s) for Hire	MAIN HALL (inc. KITCHEN)	COMMITTEE ROOM BAR LOUNGE
<input type="checkbox"/>	Type of Event	PUBLIC	PRIVATE
<input type="checkbox"/>	Event Description / Notes (Multi-line Entry)		
<input type="checkbox"/>	Number of Guests	<i>(Hall capacity guidelines - 150 standing, 120 seated)</i>	
<input type="checkbox"/>	Will music be provided?	YES	NO
<input type="checkbox"/>	Will alcohol be served or sold?	YES	NO <i>If YES, please complete a 'Sale of Alcohol Form'.</i>
<b>Payment Methods:</b>			
<b>Online</b>	Sort Code: 40-43-18	<b>Cheque</b>	Payable to: Hartlebury Parish Hall
<b>BACS</b>	Account No: 30414727	<b>Cash</b>	
<b>N.B. - Take all rubbish away with you OR your deposit is at risk - do NOT leave by recycle bins</b>			
<b>To be completed by the Bookings Secretary</b>		BookingReference	<input type="text"/>
Hire Fee £		Total	
Deposit (25% non-refundable) £			
Damage Deposit (Refundable)		<b>£50.00 - online, cheque, or cash</b>	
Date Balance Due			
<b>Agreement Please return the completed Booking Form to: fao. Claire Hutchinson, Parish Hall, Waresley Court Road, Hartlebury, Worcestershire DY11 7TQ ; or save the form and email to bookings@hartleburyparishhall.co.uk</b>			
<b>To be completed by the Hirer</b>			
<input type="checkbox"/>	The <b>Hirer</b> agrees to the terms and conditions contained in the 'Hartlebury Parish Hall Standard Conditions of Hire' Please tick the box to show you have read the conditions		
<input type="checkbox"/>	Signed <i>For and on behalf of the Hirer</i>		
<input type="checkbox"/>	Print	<input type="checkbox"/>	Date
<b>To be completed by the Bookings Secretary</b>			
The <b>Bookings Secretary</b> accepts the booking as specified above and confirms receipt of all applicable forms			
Signed <i>For and on behalf of the Committee</i>			
Print		Date	

**There should be no problem accessing the hall but in case of emergency print and bring this booking form with you. Contact the following numbers in order: 1. Mike 07969 263112 2. Gill 07775 957792 3. Claire 07563 674622**

**4. Cath 01299 250808/07849 610217 5. Ray 07802 374978**

**(One copy to be retained by the Hirer and one by the Parish Hall Committee)**

*Interactive V10.05 - 09/10/2021*