

# 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-lineEntry)			
<input type="checkbox"/> TelephoneNo			
<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) <input type="checkbox"/> COMMITTEE ROOM <input type="checkbox"/> BAR LOUNGE <input type="checkbox"/>	
<input type="checkbox"/> Type of Event		PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/>	
<input type="checkbox"/> Event Description / Notes (Multi-lineEntry)			
Number of Guests		<i>(Hall capacity guidelines - 150 standing, 120 seated)</i>	
<input type="checkbox"/> Will music be provided?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<input type="checkbox"/> Will alcohol be served or sold?		YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, please complete a 'Sale of Alcohol Form'.</i>	
<b>Payment Methods:</b>			
<b>Online</b> Sort Code: 40-43-18 <b>BACS</b> Account No: 30414727		<b>Cheque</b> Payable to: Hartlebury Parish Hall <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>		Booking Reference <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</b> 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 <a href="mailto:bookings@hartleburyparishhall.co.uk">bookings@hartleburyparishhall.co.uk</a>			
<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"/>			
<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			
<input type="checkbox"/> Signed <i>For and on behalf of the Committee</i>			
<input type="checkbox"/> Print		<input type="checkbox"/> 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)

Standard V10.05 - 09/10/2021