

# 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 <input type="checkbox"/>	COMMITTEE ROOM <input type="checkbox"/> BAR <input type="checkbox"/>
<input type="checkbox"/>	Type of Event	PUBLIC <input type="checkbox"/>	PRIVATE <input type="checkbox"/>
	Event Description / Notes (Multi-line Entry)		
	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>Fees - can be paid by cash, BACS or cheque (made payable to Hartlebury Parish Hall)</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>			
	Hire Fee	Total £	
	Deposit (25% non-refundable)	£	
	Damage Deposit (Refundable)	<b>£50.00 - to be held as a cheque</b>	
	Date Balance Due		
<b>Agreement Please return the completed Booking Form to: Mrs M Higson, 12 Talbot Close, Hartlebury, Worcestershire DY11 7LB; 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"/>		
<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. Gill 01299 250519/07775 957792 2. Sheila 07974 022192 3. David/Margaret 01299 253043/07526 974306 4. Cath 01299 250808/07849 610217 5. Tony 01299 250937/07970 688027 6. Ray 07802 374978**

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

Standard V9.01 - 24/10/2019