Form VH2

BISHOPSTONE VILLAGE HALL

(Registered Charity no: 246932)

BOOKING FORM – Single Event

Copy to be returned to Bookings Secretary

1. **Name of Hirer/Authorised Representative**……

2. **Name of Organisation** ……..

3. **Address** ……..

4. **Telephone Number** …….. *(day)*…… *(evening)*

5. **E-mail address** ……

6. **Purpose of Hire** ……

The person named above is the Hirer for purposes of compliance with the conditions of hire.

Will alcohol be provided? YES / NO Will alcohol be for sale? YES / NO

*If alcohol is to be sold, the Hirer **must** apply for own **Temporary Event Notice** at (www.wiltshire.gov.uk) and must notify the Bookings Secretary when this has been obtained.*

7. **Facilities required** (please tick)

Large Hall		Memorial Room	Kitchen	Internet	
Use of AV system and screen*		Screen only*			

**use of AV system and screen …..£25: use of screen only ….. £10*

8. **Period of Hiring** *(this should include setting up and cleaning time)*

	Date	From (am/pm)	To (am/pm)	No. of hours	Rate per hour £	Cost ££
Event times						

9. a. **Hiring Fee as per 8 above** **£** _____

b. **Security Deposit** (separate cheque or cash) **£** _____

Total Sum required with this form **£** _____

Payment is by bank transfer

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Name of Account:- Bishopstone Village Hall Management Committee
Sort Code:- 30-97-41
Account:- 02751200

Please return this form to:- Mrs Margaret Barter, Vella House, Butt Lane, Bishopstone, Salisbury, SP5 4AA: Tel 01722 780471

Notes:

a. *You are required to visit the Hall prior to your letting for familiarisation, which will take about 15 minutes.*
b. *You are asked to leave the Hall how you found it - clean, tidy and floor swept.*
c. *Any breakage to be reported to the Bookings Secretary.*
d. *The security deposit, if requested, will be refunded not more than 14 days after the event if the Hall has been left in accordance with the Standard Conditions of Hire as attached to this form.*
e. *Use of the Car Park in icy weather is at your own risk. In extreme weather the Management Committee reserves the right to cancel an event at short notice.*
f. *If there are going to be a large number of vehicles, you are strongly recommended to make a plan for parking or arrange for a car park "organiser" to be present.*
g. *Children under 5 are not allowed into the kitchen.*
h. *Please take rubbish home in black sacks (provided).*

I agree to the above and that I have read and agreed to the Conditions of Hire

Signed …… (hirer) **Date** ……