**HEATH END VILLAGE HALL BOOKING FORM**

Heath End Road, Baughurst, Tadley. Hants. RG26 5LU

**Completed Booking Form to be sent to: The Bookings Secretary:**

**email:** **bookings.heathendhall@gmail.com**

**NOTE: Bookings for parties for 16 to 21 year olds will not be accepted.**

**THIS AGREEMENT** is made between the Authorised Representative (1) and the Hirer (2) named below whereby in consideration of the sums(s) mentioned (6 & 7.)

**SECTION A**

The Committee agrees to permit the Hirer, who must be over 25, to use the premises (3) for the period (4) and for the purposes (5), all as described below.

1. **Heath End Village Hall**

 a) Organisation Heath End Village Rooms Trust (HEVRT)

 b) Authorised Representative The Bookings Secretary

 c) Telephone 07756 980 850

 d) email: bookings.heathendhall@gmail.com

1. **The Hirer**

 a) Organisation or Private Body ……………………….........................................................

 b) Authorised Representative …………………………………………………………….

 c) Address …………………………………………………………….

 …………………………………………………………….

 d) Telephone and email address ………………………………………….………................

 e) Bank details (for return of deposit)

 Account Name …………………………………………………………….

Account Number …………………….… Sort Code ………………..……..

1. **The Premises**

Large Hall ⁭ Jeffery Room ⁭

Temporary Events Notice (TEN) ⁭ DBS (if applicable) ⁭

(See Conditions of Hire 7j re alcohol)

**4. Period of Hire must include set up and clearing up time**

 Date: .........................................

 Time: ..........................................

**5. Purpose of Hire (no parties for 16 to 21 year olds)** ...................................................................

 (See Conditions of Hire re Bouncy Castles)

 **6. The Charges Full Hiring Fee** ...........................

 **Plus £150 refundable damages deposit**

 **DEPOSIT OF £15 per date (or the full amount) is due immediately to secure booking.**

**7**. **Balance ....................... to be paid at least 2 weeks before the event along with the £150 damages deposit.**

**BACS transfer to: Heath End Village Hall**

**Account number: 51162306 Sort Code: 40-44-56**

**(please put the name of the hirer as reference)**

**Note: We do not accept Cash or Cheques.**

 **9. Waste Disposal -The Hall is now being charged for removal of rubbish. Please ensure that your rubbish is removed at the end of your hire or you will be charged. Remember to supply black sacks as the hall cannot guarantee being able to supply them.**

 **DO NOT leave them alongside the bins.**

**SECTION B**

**I declare that I am 25 or over, that I will remain on the premises for the duration of the hire**

**and that the hire is not for a 16 to 21 year old’s party.**

I have read the **Conditions and Rules of Hire** and agree to observe and comply with the provisions

 and stipulations set out.

 **Signed by the Hirer** …………………………………………………….

 **Name (please print)** …………………………………………………….

 **Date** ……………………………….……………………

**NOTE:**

**We reserve the right: i) to refuse any booking**

 **and ii) to cancel any booking made which we deem unsuitable to be held in the above hall.**

**PRIVACY STATEMENT**

Heath End Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary.