
OTHERY VILLAGE HALL
REGISTERED CHARITY NO 304604

BOOKING FORM AND CONTRACT OF HIRE FOR OTHERY VILLAGE HALL

Name of Hirer Telephone No

(The "Responsible Person" must be over 18 years of age)

Name of Organization (if applicable)

Address

..... Postcode Email address

Date(s) of hire

Time: From To

Purpose of hire

Maximum numbers likely to attend

Do you require use of tables and chairs? Yes [] No []

Do you require use of Village Hall glasses? Yes [] No []

Do you require use of the music system and microphone? Yes [] No []

If "Yes" please complete contract overleaf

Is alcohol to be sold on the premises? Yes [] No []

If "Yes" would you like the Village Hall to provide the Bar if available? Yes [] No []

or

If "Yes" has the Designated Premises Supervisor's consent been applied for and given? (Section 15 of Terms and Conditions.) if an outside bar Yes [] No []

(NB: A copy of your licence must be shown to the DPS prior to the event)

If "Yes" please give the name, address and telephone number of the person providing the bar.

Name Telephone No

Address

..... Postcode

I hereby confirm that I understand and agree to abide by the Terms and Conditions of Hire, as laid down by the Village Hall Management Committee.

Signed Dated

(Please note that all breakages must be paid for and

Hirer must provide own cleaning materials)

THIS FORM ACTS AS CONFIRMATION OF BOOKING AND MUST BE RETURNED WITH A DEPOSIT OF £25 TO SECURE THE BOOKING TOGETHER WITH THE £25 OUTSIDE BAR CHARGE (if applicable)

Cancellations: 14 days notice must be given or forfeit of deposit

Cheques to be made payable to Othery Village Hall. The balance will be payable within 7 days of date of Invoice. Please return completed Booking Form together with deposit to: **Bookings,**

Othery Village Hall, Fore Street, Othery, Somerset, TA7 0QU
