



CLAYPOLE VILLAGE HALL

(Registered Charity Number: 228354)

BOOKING FORM



Please promptly return this form and payment (preferably by BACS) to Jill Oakham to secure your booking.

Date of booking:			
Timings	From:	To:	
Purpose of booking:			
Name:			
Name of organisation (if applicable)			
Address:			
			Post Code:
Phone:			
Email:			

Approximately how many people will attend? Please note maximum capacities in the Information for Hirers document.	
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Do you intend to supply alcohol at this event? If yes, see the details in the Information for Hirers document and please complete the Alcohol Licensing Form.	Yes / No
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Hire rate and deposit	
Hire rates are as follows: Community use: before 6pm £15/hr, after 6pm £20/hr Commercial use: before 6pm £20/hr, after 6pm £25/hr Wedding bookings: (11am Friday until 11am Sunday) £700 Audio/visual equipment £50	Security deposits: £50 for daytime booking £250 for evening/weekend/wedding

Date	Hours*	Rate	Subtotal	Audio/Visual Hire	Total
Example	4	£15	£60	No	£60.00

*Times should include set-up/clear down. £

Security Deposit	£	Balance due	£
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Please read the following instructions very carefully:

Bookings under £100 are to be paid in full to secure the booking.
For bookings over £100, a deposit of £100 is required and the balance is to be paid at the latest 30 days before the event, along with the security deposit (see below).

A **security deposit**, payable 30 days before the booking, is required as follows:

£50 for a daytime booking

£250 for an evening/weekend/wedding booking

Security deposits will be refunded once the Hall has been checked after the hire.

Please note that the Hall must be left as found or a charge will be made for any damage or additional cleaning required over and above the security deposit.

Cleaning will be charged at £25 per hour.

Cancellations will be accepted up to 30 days before the event.

If the booking is cancelled within 30 days of the booking, the deposit will only be refunded if the Hall can be re-let.

Your payment confirms your agreement with **Conditions of Hire** and **Information for Hirers**.

Our preferred payment method is

BACS A/C: 97199370 Sort Code: 54-10-23 Claypole Village Hall

Please quote your name and date as reference and send confirmation of payment to:

villagehallclaypole@gmail.com

Cheques should be made out to Claypole Village Hall and sent to:

Jill Oakham, The Old Methodist Chapel, Chapel Lane, Claypole, NG23 5BB

NB. On the day of your booking, you will be provided with the access code to the key box at the Village Hall and the car park gate code (if required).

In order to comply with **General Data Protection Regulation (GDPR)**, effective from 25th May 2018, Claypole Village Hall Trustees require your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your hire of the Hall or its equipment or your participation in Hall events. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.

By signing the hiring agreement, the hirer accepts full responsibility for Claypole Village Hall for the duration of the hire period and he/she complies with license conditions, fire and other safety regulations and the Hall's operating schedule and licensing rules. The person signing the agreement undertakes to be present and responsible for the conditions/regulations during the period of hire.

I agree to the **Conditions of Hire** and **Information for Hirers**.

Signature of Hirer:		Date:	
Name of Hirer (please print):			

For office use only:

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