

# FIGHELDEAN VILLAGE HALL

Registered Charity No 1022273

## BOOKING FORM

1	Name of Hirer/ Authorised representative			
2	Name of Organisation			
3	Address			
4	Telephone number			
5	Regular or Single hiring			
6	Period of date of hiring			
7	Purpose of hiring			
<b>Facilities required(please tick those required)</b>				
8	Hall	<input type="checkbox"/>	Function Room	<input type="checkbox"/>
9	Main Hall	<input type="checkbox"/>	Changing Rooms alone	<input type="checkbox"/>
<b>Timings required</b>				
		From	To	
10	Setting up	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	Event	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	Clearing up	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Total Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>The sections underneath are not to be completed until the booking is provisionally agreed</b>				
<b>Bar</b>				
14	Name of Licencee	<input type="text"/>	Date of Licence	<input type="text"/>
<b>NB: It is the hirer's responsibility to obtain a licence and produce it at the time of final payment prior to the event.</b>				
<b>Fees</b>				
15	Hiring Fees	£	<input type="text"/>	
16	Deposit	£	<input type="text"/>	Non-refundable
17	Special deposit	£	<input type="text"/>	Refundable - see conditions of hire
18	Balance	£	<input type="text"/>	<b>To be paid at least two weeks prior to the event</b>
<i>I hereby declare that I am over 18 years of age and have read and understood the Committee's current Standard Conditions of Hire. I agree to observe and perform the provisions and stipulations contained or referred to therein.</i>				

Signed: ..... (Hirer)      Dated: .....

This agreement is made between Figcheldean Village Hall Committee and the Hirer named above. The Committee agrees to permit the hirer to use the premises in accordance with the information provided.

**Please return to:** Figcheldean Village Hall, Pollen Lane, Figcheldean, Salisbury, Wiltshire SP4 8JR