

Smisby Village Hall Booking Form

Booking Information			
Name of Hirer:			
Postal Address:			
Home Phone:		Mobile Phone:	
Email Address:			
On behalf of Group (Name):			

Details of Hiring			
Type of Event:			
Requested Day & Date:			
Time From:		Time To:	
Total No of Hours:			
Are you a Parish Member?			
Hire Rate (please see hire rate table below):			
<u>Special Requests for Hiring</u> such as equipment being brought on site or other hirers equipment being used:			
Multiple Booking?	Yes / No		
If so, number of weeks in year:			

Hiring Rates		
Type of Hiring	Parish Members	Other Members
1 Hour	£12.00	£15.00
Up to 2.5 Hours	£15.00	£30.00
½ Day (up to 4 hours)	£30.00	£40.00
Full Day (up to 8 hours)	£45.00	£65.00
Parish Council and W.I. Meetings	£15.00	
Bouncy Castle Electricity Surcharge £5.00 Daytime Hiring Deposit £40.00 Evening Hiring Deposit £100.00		

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Hiring Agreement	PLEASE READ CAREFULLY BEFORE SIGNING
<p>I wish to hire the Village Hall, as stated above, and I have read and agree to abide by Smisby Village Hall Conditions of Hire.</p> <p>I have read the Smisby Village Hall Risk Assessment</p> <p>For a single event I enclose the full hiring fee at the time of booking and a separate deposit cheque/cash.</p> <p>If the booking is for a Saturday night I may come back on Sunday morning to clear up at an additional booking fee cost of 2.5 hours providing the hall is not booked for an event on that day.</p> <p>Bookings cancelled within 28 days of the event will forfeit 50% of the hiring fee. Bookings cancelled within 14 days of the event will forfeit 100% of the hiring fee unless the hall is re-let.</p> <p>Deposit cheques will be shredded (or returned to the above address if you wish) once it is confirmed that conditions of hire have been complied with. Deposits made by bank transfer, will be refunded into your bank account. Please provide details of your bank account below in order for us to arrange this. All or part of the deposit may be retained at the discretion of the Village Hall Management Committee, if the facilities are not left in a satisfactory condition. If the deposit is a cheque then the cheque will be cashed and you will be sent the balance after relevant costs have been deducted.</p> <p>For regular bookings I agree to submit a new Booking Form annually by the 1st of January.</p>	
Signature of Hirer:	Date:

Payment Confirmation:			
	Bank Transfer <small>(our preferred option for hire charge)</small>	Cheque	Cash
How will you be paying the Deposit?			
How will you be paying the Hire Charge?			

Return of Deposit:		If paying by bank transfer, we will refund your deposit to your bank account.
Name of Bank:		
Name on Account:		
Sort Code:		Account Number:

Review of Hire Request	TO BE COMPLETED BY THE BOOKINGS CLERK ONLY
<p>Comments or additional booking constraints (if any) applicable to this booking:</p> 	
Booking Clerks Signature:	Date:

Please return your completed form and your remittance to: Bookings Clerk, Hillside Lodge, Derby Road, Smisby, ASHBY-DE-LA-ZOUCH, LE65 2RG. Telephone Number: 07526 268 698 Email: smisbyvh@gmail.com

Please make cheques payable to SMISBY VILLAGE HALL

Please make payments by bank transfer to:

Account Name: Smisby Village Hall Sort Code: 40-08-31 Account Number: 00754595

Note: Once signed and returned to you, this document will be your copy. An additional copy will be kept by the Booking Clerk for records purposes