



RAMPTON VILLAGE HALL BOOKING FORM AND HIRING AGREEMENT

Rampton Village Hall is a Registered Charity, Number 802398

THIS AGREEMENT is made between **Rampton Village Hall** acting by its Management Committee and **The Hirer** named below. On payment in full of the hire charge **The Committee** agrees to **The Hirer** using the rooms identified subject to the **Standard Conditions of Hire**.

THE HIRER (must be 21 years or older) Name:

Email Telephone No

Address Postcode

ROOMS REQUIRED (please circle the rooms you require)

All Facilities / Main Hall / Committee Room (The Kitchen is available to all hirers)

PURPOSE OF HIRE

e.g. Wedding Reception / Children's Party / Birthday Party / Meeting / Classes / Fitness

Other

(failure to disclose the true purpose of the hire may forfeit the booking and the hire fee)

Is this a commercial hire? Yes / No

Is this a public or private event Public / Private

Deposits: Birthday Parties 16-21 year olds & Stag / Hen Parties - £300.00

All Other Bookings - £100.00

PERIOD OF HIRE REQUIRED

Date: Start Time:

Finish Time: **(Not After 11pm Sunday to Thursday, Midnight Friday and Saturday)**

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Finish Time: **(Not After 11pm Sunday to Thursday, Midnight Friday and Saturday)**

The hire charge will be calculated based on the length of hire and the prevailing rate (see hiring rates).

Payment in advance will be requested by invoice.

KEYS

Unless otherwise agreed, the keys to the Hall will be available just before the Start Time. The Hall must be cleared within 15 minutes of the finishing time. Extra time, if available, may be charged. You should ensure that your booking covers sufficient time for setting up and tidying away.

ALCOHOL TO BE SERVED Yes / No

If alcohol is being **sold** at an event (this also includes a free glass of wine as part of a ticket) then you must obtain a Temporary Events Notice (TEN) from the Local Authority and advise us that you have done so. You must apply at least 10 clear working days before your event. A TEN will cost £21 (paid to the Local Authority NOT the Hall).

I confirm that I have read the Standard Terms and Conditions and Supplementary Hiring Details

Signed

Village Hall Contact: Alison Dickens Telephone: 07493 183872 Email: ramptonvillagehall@gmail.com