|  |  |
| --- | --- |
| Parties | |
| Between | Hyde Heath Village Hall Management Committee |

|  |  |
| --- | --- |
| Hirer |  |

If an Organisation state authorised representative as the hirer.

|  |  |
| --- | --- |
| If an Organisation |  |

State the name of the organisation.

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Telephone Number |  |

|  |  |
| --- | --- |
| e-mail |  |

|  |  |
| --- | --- |
| Date(s) Required |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time Required From |  | | Number of Hours |  |
|  | The number of hours must include the time to set up and clear away. | | | |
| Purpose/description of hiring | |  | | |

|  |  |
| --- | --- |
| Will alcohol be sold at the event? |  |

|  |  |
| --- | --- |
| If Yes, has a Temporary Event Notice been approved or applied for with Chiltern District Council? |  |

|  |  |
| --- | --- |
| Hire Charge | £ |

|  |  |  |
| --- | --- | --- |
| Security Deposit | £200 | The security deposit will be refunded within 7 days provided that no damage or loss has been caused to the hall or hall equipment. |

The hire charge and security deposit should be separate cheques made out to “Hyde Heath Village Hall”.

The hirer hereby accepts the conditions of hire, available at <http://www.hydeheathvillagehall.co.uk/hiringHall.php>

The hirer agrees not to exceed the maximum permitted number of 150 people

The hirer agrees to be present during the hiring and to comply fully with the hire agreement.

|  |
| --- |
| Signed by the Hirer |
| Name/Signature  As the hirer I have read and accept the conditions of hire  (electronic drop down box) Yes/No delete if written by hand.  Date |

For submission by e-mail using this form, the name inscribed above acts as a signature.

|  |  |
| --- | --- |
| Booking Secretary | Nikki Barton |

|  |  |
| --- | --- |
| Address | The Manse  Hyde Heath Chapel Brays Lane  Hyde Heath HP6 5SN |

|  |  |
| --- | --- |
| Telephone Number | 01494 775047 |

|  |  |
| --- | --- |
| e-mail to | [booking.hhvh@gmail.com](mailto:booking.hhvh@gmail.com) |

HHVH use only

|  |  |
| --- | --- |
| Confirmation on Calendar |  |
| Confirmation to Hirer |  |
| Cheque sent to the Treasurer |  |
| Deposit Cheque retuned to the Hirer |  |