

HOVERINGHAM VILLAGE HALL

BOOKING FORM/HIRE AGREEMENT

Please send to

Hall booking, Trentham Cottage Boat Lane Hoveringham NG14 7JR 0115 9664933

Date(s) required.....

Name & address of hirer (including Organisation name if relevant)

.....Post Code..

Telephone Number E-mail address.....

User: Village Resident Committee Local Group Non – Resident Commercial

Payments: All Payments are to be made in advance; All bookings can only be made by the return of this form with either cash or a dated cheque together with the good conduct deposit

£50 Good Conduct deposit is required unless another arrangement is agreed.

Hiring charge £..... Method of Payment enclosed Cash Cheque

Good Conduct Deposit **£50.00** Method of Payment: enclosed Cash Cheque

N.B. The Deposit will be returned to the above address, unless another payee and address are given.

All or part of this deposit may be retained at the discretion of the Village Hall Management Committee, if the facilities are not left in a satisfactory and clean condition, with all refuse removed. No Recyclable materials are to be put in the GREEN Bin, they must be removed from the premises by the hirer SEE PAGE 2

Session(s) required: Morning Afternoon Evening Full day

Event

Facilities required: Main Hall Minkley Room Kitchen Crockery

Glasses Sound System Video Projector Sports Equipment

Approx number attending the function Maximum in the .Main Hall 175 80 in the Minkley Room

The hirer is responsible for completing any Temporary Event License Notification, An acknowledged copy of which must be provided to the Hall Booking 14 days before the event.

Please sign and date this agreement, confirming that you have read a copy of our Terms and Conditions of Hire and have understood them and agree to abide by them.

Signed

Dated.....

The Hall Keys will be available at the rear of West Farm House prior to the booked start time

Signed on behalf of Hoveringham Village Hall Management Committee

Dated

NOTE

ONLY Presentation of this completed booking form with full payment forms a contract to hire the specified room on a specified date for a specified time.

Cancellation of a contracted hiring with return of payment can only be made up to a month ahead of the booked date.

This page to be returned with Keys to West Farm House
Please note: your deposit cheque will be cashed unless the following have been completed

Name of hirer (including Organisation name if relevant)

Date and time of Hire.....

Please tick to confirm

MAIN HALL

- Roof Windows closed - Velux controller side of kitchen door
- Stage stacked in Store
- 25 Chairs in Church side extension - remainder stacked in store in 8's
- 4 Large Tables in Church side extension - remainder in store on trolley
- Floor swept Large brush in shower
- Table Tennis Table in Store
- All lights off

KITCHEN

- Roof Windows closed Velux controller side of hatch
- Extractor Fan switched off – above splashback
- All lights off – Switch by door
- Water Boiler off – Switch on wall
- Oven Off– Switch on wall
- Fridge Off – Switch on wall & Door open
- Freezer Off – Switch on wall & Door open
- Dishwasher cleaned and drained – turns itself off after draining
- Floor mopped - Mop in Disabled Toilet
- Crockery returned to correct cupboards
- Cutlery and glasses returned to correct cupboards
- All refuse to be removed -**Green bin is for Non-recyclable waste only**

MINKLEY ROOM

- 20 Chairs To be tidy around the walls
- 2 Tables erected at far end –side of computer. Rest stored upright at side of entrance doors
- Floor swept – Mr Henry Vacuum kept in Main Hall
- All lights out – Switches in entrance hall
- Windows are shut and secure. -Double Glazing Shut
- Porch Door to be secure and porch light out

ENTRANCE HALL

- All lights out -3 switches by front door
- Floor swept – Mr Henry Vacuum kept in Main Hall