

# HOVERINGHAM VILLAGE HALL

## BOOKING FORM/HIRE AGREEMENT

Date(s) required Main Hall  Minkley Room  Kitchen

Session(s) required: Morning  Afternoon  Evening  Full day

Event .....

Extras required Crockery  Glasses  Sound System  Video Projector  Colour Lighting

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

.....

.....Post Code..

Telephone Number ..... E-mail address.....

User: Non –Resident  Village Resident  Committee  Local Group  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 £.....:..... Cheque enclosed  **Good Conduct Deposit £50.00** Cheque enclosed

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**

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.***

**No smoke Generators allowed** as Smoke and Fire sensors are sensitive and will terminate the hiring  
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 Main and Minkley room keys will in the Key Boxes at the side of the front door. Please obtain the current entry number from Hall Booking.

Please send to  
Hall Booking, Chapel Cottage Main Street Hoveringham NG14 7JR 0115 9663807

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 attached to notice board when leaving.**

**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 doors
- Stage stacked Flat in Store
- \* **25 Chairs in Church side extension - remainder stacked in right hand store in 8's**
- \* **4 Large Tables in Church side extension - remainder in right hand store on large trolley**
- \* **Floor swept** Large brush in shower room
- Table Tennis Table If used **returned to right hand extension**
- \* Room divider adjacent to shower room
- All lights off**

**See Photo's**

**KITCHEN**

- Roof Window closed** - Velux controller side of hatch
- Extractor Fan switched off** – above splashback by Microwave
- All lights off** – Switch by either door
- Drinking water boiler off** – Switch on wall
- All gas hobs turned off.** Also Electric Oven off– Switch on wall
- Fridge including ice box Empty, Leave Switched On** – Switch on wall
- Freezer Off – Door open Switched Off** – Switch on wall
- Dishwasher GRID CLEANED and MACHINE DRAINED Button 9**  
**After draining is finished, it will turn itself off completely.**
- Floor mopped** - Mop in Disabled Toilet
- Crockery returned to correct cupboards
- Cutlery and glasses returned to correct cupboards
- All refuse to be removed** -Council Waste 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.** 6 stored upright at side of entrance doors
- Floor vacuumed** – Mr Henry Vacuum kept in Disabled toilet
- All lights out – Switches in entrance lobby
- Windows are shut and secure. -Double Glazing Shut
- Porch Door to be secure and **porch light out – SWITCH BY PORCH DOOR**

**ENTRANCE LOBBY**

- All lights out -3 switches by front door
- \* **Floor swept and/or vacuumed** – Mr Henry the Vacuum kept in Disabled Toilet

**Signed** .....