

Froyle Village Hall - Short Booking Form

This form can be used for repeat or regular bookings if a full Hiring Agreement is in place.

Name of Hirer:

Address:

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Telephone No: Mobile:

Date of completion and signature of Full Hiring Agreement:

The standard session times are: Morning 8.30m – 12.30pm; Afternoon 1.30pm – 5.30pm; Evening 6pm-10pm; Extended Evening 6pm - 11.30pm; All Day 8.30am - 10pm; All Day Extended 8.30m - 11.30pm.

Hire From: Date and Time:

To: Date and Time:

Bookings should include set-up and clean-up time. If the Hall is available, up to one hour preparation and clean-up time is allowed free of charge.

A deposit of £50 for parties will be required with the booking. The deposit will be returned (or cheque destroyed) less any charges for cleaning, breakages, damage, rubbish not removed or last-minute booking time extensions.

Hire Fee: (due before date of hire) Deposit: (due immediately)

Please make cheques payable to FROYLE VILLAGE HALL.

Reminders of key points, please initial your acceptance of them:

The Hirer has completed a Full Hiring Agreement and has read and agrees to the Standard Conditions of hire:

The Hirer is responsible for any/all licences for sale of alcohol, entertainments, performances, lotteries etc and that the appropriate conditions adhered to:

This building is a non-smoking building – enforcement is the Hirer's responsibility:

The Hirer is responsible for ensuring that all furniture and other equipment in the hall is returned to its original position at the end of the hire period:

Care should be taken to protect the floor from damage. No stiletto heels should be worn. Furniture and other heavy objects should be lifted into position and not dragged. Any spillages should be wiped-up quickly and left as dry as possible:

Floors should be swept, the kitchen floor and surfaces cleaned and all rubbish taken away from the hall premises (NOT put in hall wheelie bins) at the end of the hire:

Signed: (on behalf of the Hirer)

Please return your Booking Form with a cheque for the deposit (as above) to:-
Jo Mills, Brecklands, Lower Froyle, Alton, Hants GU34 4LG