

Cranfield Village Hall Registered Charity 300020

Single Event Booking Form and Hire Agreement - as at Nov 2015

!!!NO SMOKY DISCOS - this sets off the FIRE ALARM!!!

For Office Use Only

1. Hirers must be over 18 years of age.
2. Before booking, confirm availability with Site Manager and Booking Secretary:
Dave Rawle. 21 Crawley Road, Cranfield MK43 0AA Tel: 07712 298367 before 7pm,
email: info@cranfieldvillagehall.org.uk
Arrangements can be made to look around the hall before booking.

3. A deposit of £10 is required on booking (payable to "Cranfield Village Hall")

Rec'd

Note: This will NOT be returned if cancelled within 28 days of the event date.

A returnable deposit of £100 is payable at least 7 days before the event.

Rec'd

Note: This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Village Hall about noise or other disturbance during the hire period as a result of the hiring.

- 4 Scale of charges are shown below:

All rates are HOURLY	Whole Hall *	Large Hall Only **	Small Hall Only *
Cranfield resident individuals and groups	£ 19.00	£ 14.00	£ 10.00
Non- resident individuals and groups	£ 23.00	£ 16.00	£ 12.00
Cranfield based commercial organisations	£ 29.00	£ 21.00	£ 14.00
Non- resident commercial organisations	£ 34.00	£ 24.00	£ 12.00

* Includes use of kitchen.

** Excludes Kitchen

5. Contact Details

Name :

Delete as Appropriate:- Cranfield Resident/Group : Non-Resident : Commercial Organisation

Address:

Phone Nos / email

6. Purpose of Hire (please state)

Cranfield Village Hall is licenced for the making and performance of music and dance; entertainment and exhibitions.

7. Details of Hire

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7.1 Type of Event : Private / Public (delete as appropriate)

7.2 Date Required

Checked:

7.3 Time Required: From / To:-

- / -

Total Hrs

(Note: the Hall is available between 09:00 and 23:30 Monday - Sunday)

Please ensure any setting up and clearing away times are included in the period of hire.

7.4 Room Required Whole / Large / Small

Hire

7.5 Alcohol Licence Req? YES (add £10) / NO

Cost

7.6 Special Requirements : Please discuss with the Site Manager and note here. Use separate sheet if Req.

In signing this form the hirer agrees to abide by the Conditions of Hire, and Information for Hirers as displayed in the Hall and available on the website www.cranfieldvillagehall.org.uk

Signature of Hirer

Date

Site Manager

Date

(or Hall Representative)

The hirer must retain a copy of this form (duly signed) and return it with the keys after the event.

Key No:

Issue Date :

Site Mgr :

Return Date:

Site Mgr :

Note: If keys are deposited in the Hall post box after the event the Site Manager (or Hall Representative) will confirm their return by phone or email.