

# STEEPLE ASTON VILLAGE HALL BOOKING FORM

Registered Charity No. 1197962

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

***Please tick facilities requested for hire:***

Village Hall with kitchen: \_\_\_\_\_ VH without kitchen: \_\_\_\_\_ Committee Room with kitchen: \_\_\_\_\_ CR without kitchen: \_\_\_\_\_

All Facilities (e.g. Weddings, Parties, etc.) \_\_\_\_\_ Tables and/or chairs \_\_\_\_\_ Stage \_\_\_\_\_

***\*Extra facilities***

Lighting Facilities (£30) : \_\_\_\_\_ Sound/PA System: \_\_\_\_\_

***\*Full details of these facilities and the contact person, are in the Hiring Agreement. Please read carefully. These facilities cannot be accessed without prior discussion.***

Type of function: \_\_\_\_\_ Number of people (approx): \_\_\_\_\_ (max: 140/120seated)

Date(s) required: \_\_\_\_\_ Hiring Time from: \_\_\_\_\_ to: \_\_\_\_\_ Actual time of event from: \_\_\_\_\_ to: \_\_\_\_\_

Are you a represented club?: \_\_\_\_\_

Hiring fee agreed: \_\_\_\_\_ Caution Money Agreed: \_\_\_\_\_

Are you serving, or selling alcohol? *(Please tick appropriately)* Selling \_\_\_\_\_ Serving \_\_\_\_\_ Neither \_\_\_\_\_

***If selling, you must complete the sale of alcohol form and have it signed by the Letting Agent***

Any other details or requests: \_\_\_\_\_

I confirm that I am over 18 and ***I have read the Village Hall Hiring Agreement*** including the requirements under the Safeguarding Vulnerable Groups Act 2006, Licensing Act 2003, and the Risk Assessment and agree to abide by them while hiring the facilities and will leave the premises as found: this includes returning any items used/hired to the appropriate storage space, removing any rubbish accumulated during the event as indicated in Hiring Agreement, supplying own mobile phone in case of emergencies, tea towels, scourers, washing up liquid and plastic bag for waste bin in kitchen, and leaving the facility clean and tidy. I agree to ensure that children under 12 are accompanied by an adult, if they enter the kitchen area.

**BACS – Sort Code 20-45-45 Acct. No. 43116581** (Use hirer's name, or invoice number as reference)

**Cheques payable to Steeple Aston Village Hall.**

Signature of hirer \_\_\_\_\_ Date \_\_\_\_\_

For your assistance, a floor plan of the hall is available on request from the letting agent. It shows the fire exits, fire extinguishers/fire blanket, light switches and the location of tables and chairs.

We very much appreciate your business and hope that you enjoy the use of our village hall facilities now and in the future. Should you experience any problems, please write to us so that all matters can be dealt with promptly.

Letting Agent: **Angela Smith**, Mijas, Southside, Steeple Aston OX25 4RU Tel. 07734 112 967  
email – [steeple-aston-village-hall@hotmail.com](mailto:steeple-aston-village-hall@hotmail.com)

Other useful contact numbers

Barbara Brewer (Chair)

01869 340423

Margaret Bullement (Secretary)

01869 347346

John White (Treasurer)

07931 370495

May 2023

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