

STEEPLE ASTON VILLAGE HALL BOOKING FORM

Registered Charity No.1197962

Name:

Address:

Postcode:

Telephone:

Mobile:

email

Type of Function:

No People 140max/120Seated:

Dates Required:

HireTime:

to

EventTime:

to

Check Requirements:

Main Hall

Kitchen

Committee Room

All Facilities

Tables

Chairs

Stage

Extra Facilities:

Stage Lighting (£30)

PA System

Projector and Screen

Full details of the extra facilities are available on request. Please note that the extra facilities cannot be accessed without prior discussion.

Represented Club?:

Are you serving alcohol? (Please tick relevant boxes)

Selling

Serving

Neither

If you are serving or selling alcohol you must complete the sale of alcohol form and have it signed by the letting agent.

Any other details or requests?

DECLARATION

Please check each section to indicate that you have read and agreed to it.

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.

I agree to ensure that children under 12 are accompanied by an adult if they enter the kitchen area.

I 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 the Hiring Agreement, supplying own mobile phone in case of emergencies, tea towels, scourers, washing up liquid and plasticbags for the waste bins in the kitchen, and leaving the facility clean and tidy.

Letting Agent: Angela Smith, Mijas, Southside, Steeple Aston, OX25 4RU Tel: 07734 112 967

BACS - Sort Code 20-45-45 Acc No 43116581 Please Quote Hirer's name or invoice number

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 tell us so that all matters can be dealt with promptly.

Barbara Brewer (Chair) 01869 340423, Margaret Bulleyment (Sec) 01869 347346, John White (Treas) 07931 370495

May 2022