

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: 140/120 seated)

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

Other useful contact numbers	(Chair) Vicky Clifton	07817 025948
	Margaret Bulleyment (Secretary)	01869 347346
	John White (Treasurer)	07931 370495