

Steeple Aston Village Hall

Booking Form / Hire Agreement

Please check availability at <https://savh.org.uk/calendar/> before submitting your request. Fill in page 1, complete and sign the declaration on page 2 and return both pages to the Letting Agent (see Section 1.6). We will countersign and return them with your invoice to confirm the booking.

⚠ The full hire charge and any security deposit are due in full at least 14 days before your event. Keys will not be released on the day of hire if this payment has not been received.

1.1 Hirer Details

Full name			
Organisation (if applicable)			
Address			
Postcode		Telephone	
Email			

1.2 Booking Details

Hire times must include your set-up and clear-up time. Event times are when guests are present. Please allow sufficient hire time for both.

Day and Date of Hire	DAY DD / MM / YY	Hire Start		Hire Finish	
One-off / Regular	One-off / Weekly / Fortnightly / Monthly	Event Start		Event Finish	

1.3 Room Required

All Facilities (with full/exclusive kitchen use)	☐	MUST be selected if preparing food and / or serving hot food/meals
Main Hall (shared light kitchen)	☐	
Meeting Room (shared light kitchen)	☐	

1.4 Additional Equipment Requests

These items must not be used without prior written permission. Specifications are available on request.

Stage Lighting (£30 additional charge)	☐	Sound / PA System	☐
Projector & Screen	☐	Display Boards	☐

1.5 Details of Function

Description of event			
Will this be a public or private function?	Public / Private	If tickets are sold, the event is classed as public even if the guest list is restricted.	
Estimated number attending		Layout	Exhibition (Standing) / Theatre (Seated) / Dining (with tables)

If numbers may exceed 70, please refer to our Special Conditions for permitted numbers which depend on your planned room layout.

Commercial Providers and Suppliers		
Will you be using commercial caterers?	Yes / No	If YES, you must confirm that your service provider carries sufficient public liability insurance for your event and provide us with a copy of their insurance policy for our records.
Will you be booking a bouncy castle or other inflatable?	Yes / No	If YES, please complete the separate declaration form available from our Letting Agent. You will be asked to provide a copy of your supplier's public liability insurance for our records.
Will you be hiring any other equipment or engaging any other providers for your event?	Yes / No	If YES, please provide further details of equipment or activity (e.g. children's entertainer)

Our premises insurance does not cover public liability for commercial providers and suppliers. See our Standard and Special Conditions.

Will ANY alcohol be served during your event?	Yes / No	If YES, please refer to our guidance "Do I need an alcohol licence?" available on the website or from the Letting Agent and complete the necessary application forms (an additional £10 administration fee is payable for cover under our Premises Licence).
Any special requirements or accessibility needs?		
Any other requests?		

1.6 Steeple Aston Village Hall Authorised Representative

Angela Smith — Letting Agent	steeple-aston-village-hall@hotmail.com	Tel: 07734 112 967
Mijas, South Side, Steeple Aston OX25 4RU	www.savh.org.uk	

Steeple Aston Village Hall

Booking Form / Hire Agreement

This Hire Agreement must be read in conjunction with Steeple Aston Village Hall's Standard Conditions of Hire and Special Conditions of Hire, available at <https://savh.org.uk/> or in electronic or hard copy from our Letting Agent on request. A summary of key points is attached for ease of reference.

Parties

- Steeple Aston Village Hall, acting by its charity trustees ("SAVH")
- The Authorised Representative named in Section 1.6
- The person or organisation named in Section 1.1 of the Booking Form ("The Hirer")

It is AGREED as follows

- Throughout this Agreement:
"we", "our" and "us" refer to Steeple Aston Village Hall and include the Village Hall's charity trustees, employees, volunteers, agents and invitees.
"you" and "your" refer to the person or organisation named as the Hirer and include members of your management committee (if appropriate), employees, volunteers, agents and invitees.
where you must seek our consent, tell us about something or provide us with something, you must do so in writing to our Letting Agent or to any of our trustees.
- In consideration of the hire fee shown in Invoice No. , we will permit you to use that part of the premises indicated in Section 1.3, and any additional equipment specified in Section 1.4, for the purposes described in Section 1.5, for the period(s) described in Section 1.2. The details in Sections 1.1 to 1.6 and the fee shown in the above-referenced invoice constitute the terms of this Agreement.
- The Standard and Special Conditions of Hire together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Hire Agreement unless specifically excluded by separate written agreement.
- We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge you have read the conditions of the Premises Licence in accordance with which the hiring must be undertaken and agree to comply with all obligations therein.
- You agree to be present throughout period of hire when the public are present and to comply fully with this Hire Agreement, the Standard and any Special Conditions of Hire, and all relevant conditions including but not limited to those covering Safeguarding, Sale and Consumption of Alcohol and Licensing. All policies may be found at www.savh.org.uk or in electronic or hard copy on request.
- None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

For Steeple Aston Village Hall

SAVH	Signature: 	Date:
	Name (print): 	

Declaration by the Hirer

I confirm that:

- ☐ I have provided complete and accurate information on the Booking Form.
- ☐ I have read and agree to abide by the Standard and any Special Conditions of Hire.
- ☐ I have read and understood SAVH's policies on Safeguarding and the Sale and Consumption of Alcohol where applicable.
- ☐ If alcohol is to be served, I confirm I have read the alcohol licensing guidance and will complete any required application forms before the event. *(Delete if not applicable)*
- ☐ If using commercial suppliers or providers, I confirm I have read and understood my responsibility to ensure that adequate public liability insurance is in place and will provide a copy of the policy and current receipt or other evidence of cover. *(Delete if not applicable)*
- ☐ I understand that by signing this agreement I enter into a contract that could be used in evidence should legal action become necessary
- ☐ I agree that SAVH may use and hold my personal data solely for the purposes of administering this hire and the proper administration of Steeple Aston Village Hall, in accordance with UK GDPR (2018).

For Hirer

Hirer	Signature: 	Date:
	Name (print): 	

Privacy Notice

Steeple Aston Village Hall processes personal data on the basis of our legitimate interests in managing the Village Hall, its bookings and finances, running and marketing events, staff employment and our own fundraising activities. Data may be kept for up to 7 years for accounts purposes and for longer where required for insurance or regulatory compliance purposes. For details of how we use your personal data, or to see a copy of the information we hold about you please contact steeple-aston-village-hall@hotmail.com or see our full Privacy Notice at savh.org.uk

Thank you for choosing Steeple Aston Village Hall. We hope you have a wonderful event.

Registered Charity No. 1197962

Effective 6 July 2026