

# HEMPSTEAD VILLAGE HALL HIRE AGREEMENT

## HIRER DETAILS

<b>Name</b>		<b>Tel No.</b>	
<b>Address</b>			
<b>E-mail</b>			

<b>Is the hirer over 18 years of age?</b> <span style="margin-left: 100px;">Yes <input type="checkbox"/></span> <span style="margin-left: 100px;">No <input type="checkbox"/></span>
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<b>Are you hiring on behalf of a club / group?</b> <span style="margin-left: 100px;">Yes <input type="checkbox"/></span> <span style="margin-left: 100px;">No <input type="checkbox"/></span> If yes, please state club / group here
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<b>Type of function to be held</b>			
<b>Will you be applying for a Temporary Event Notice?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Date required (if hire is required for more than one occasion, please give a schedule of dates and times)</b>			
<b>Time required from (inc set up)</b>		<b>Time required to (inc clearing up)</b>	

<b>Rooms required</b>	Main Hall <input type="checkbox"/>	Committee/Side Room <input type="checkbox"/>
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## FEES

Room	Rate per hour affiliated	Rate per hour non-affiliated
Main Hall	£10.00	£12.00
Committee/Side Room	£5.00	£6.00
Special Events	48 hour hire of both rooms £350	

## CONFIRMATION OF BOOKING

By signing this document (either manually or electronically) you are agreeing to abide by the terms and conditions of hire as detailed below.

<b>I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE</b> <span style="margin-left: 100px;">Yes <input type="checkbox"/></span> <span style="margin-left: 100px;">No <input type="checkbox"/></span>
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<b>Signed by:</b>
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Please now e mail this completed form to Julie Wilson – [julie@hempstead-essex.org.uk](mailto:julie@hempstead-essex.org.uk)  
 Upon receipt of this booking form, you will receive a confirmation e-mail and an invoice for your event. Please make payment by bank transfer (details on invoice) or make a cheque payable to Hempstead Village Hall Management Committee. Any deposit due, should be paid by cheque which is returnable upon inspection of the venue post your event.