

Smisby Village Hall Booking Form

**PLEASE NOTE THAT WE CANNOT ACCEPT A BOOKING UNTIL
BOTH pages of this form have been completed AND the deposit and hire fee have BOTH been paid.**

Booking Information			
Today's Date:			
Name of Hirer:			
Postal Address:			
Home Phone:		Mobile Phone:	
Email Address:			
On behalf of Group (Name):			

Details of Hiring			
Type of Event:			
Requested Day & Date:			
Time From:		Time To:	
Total No of Hours:			
Are you a Parish Member?			
Hire Rate (please see hire rate table below):			
Special Requests for Hiring such as equipment being brought on site or other hirers equipment being used:			
Multiple Booking?	Yes / No		
If so, number of weeks in year:			

Hire Rates		
Type of Hire	Parish Members	Other Members
1 Hour	£14.00	£15.00
Up to 2.5 Hours	£18.00	£35.00
½ Day (up to 4 hours)	£35.00	£55.00
Full Day (up to 8 hours)	£50.00	£80.00
Parish Council and W.I. Meetings	£15.00	
Bouncy Castle Electricity Surcharge £5.00 Daytime Hiring Deposit £40.00 Evening Hiring Deposit £100.00		

Hiring Agreement		PLEASE READ CAREFULLY, TICK BOXES & THEN SIGN AND DATE BELOW	
<p>I wish to hire the Village Hall, as stated above, and I have read and agree to abide by Smisby Village Hall Conditions of Hire and the Smisby Village Hall Risk Assessment.</p> <p>I agree to pay the hire charge and deposit at the time of booking. If the booking is for a Saturday night, I may return on Sunday morning to clear up at an additional booking of 2.5 hours, providing the hall is not booked for another event. Bookings cancelled within 28 days of the event will forfeit 50% of the hire fee. Bookings cancelled within 14 days of the event will forfeit 100% of the hire fee, unless the hall is re-let. Deposits made by bank transfer will be returned to your bank account, once it is confirmed that the conditions of hire have been complied with. Please ensure that you provide your bank details below. All or part of the deposit may be retained at the discretion of Smisby Village Hall Management Committee if facilities are not left in a satisfactory condition. If the deposit is paid by cheque, it will be cashed and you will be sent the balance after relevant costs have been deducted. Regular hirers agree to submit a new Booking Form annually by the 1st of January.</p>			
I confirm that all fire exits including the external exit in main hall and external iron gates will be unlocked, kept clear of obstruction and free to open during the period of hire.			
I confirm that unsupervised children, under the age of 12, will not be allowed in the kitchen area under any circumstances during the period of hire.			
DOG TRAINING HIRE: I confirm that all animals will be kept under control, out of the kitchen area and off the grass areas at all times during the period of hire. I confirm that the hall floor will be wet washed with disinfectant after every session.			
GDPR CONSENT: Smisby Village Hall treat all personal data in strictest confidence and in line with current data protection legislation. Personal data will only be retained whilst necessary for the purpose of this form. Individuals have the right to access the personal data held about them and revoke their consent at any time. I confirm that I consent to my personal data being held by Smisby Village Hall for the purpose of this form only.			
Signature of Hirer:		Date:	

* IMPORTANT – PAYMENT INFORMATION *	PAYMENT METHOD		BANK PAYMENT REFERENCE
1. Please tick your choice of payment method. 2. Please make 2 separate payments. (1 x Deposit Payment & 1 x Hire Charge Payment) 3. Please use the correct bank references	Bank Transfer		Deposit Bank Reference DEP.surname i.e. DEP.SMITH
	Cheque		Hire Charge Bank Reference HIRE.surname i.e. HIRE.SMITH
	Cash		

Return of Deposit: WE CANNOT REFUND YOUR DEPOSIT WITHOUT THIS INFORMATION			
Name of Bank:			
Name on Account:			
Sort Code:		Account Number:	

Review of Hire Request	TO BE COMPLETED BY THE BOOKINGS CLERK ONLY
Notes	
Booking Clerks Signature:	Date:

Please return your completed form and your remittance to:

Booking Clerk: Karen Walker **Email:** smisbyvh@gmail.com **Telephone Number:** 07970 789205

Please make payments by bank transfer to: Smisby Village Hall Sort Code: 40-08-31 Account Number: 00754595

Note: Once approved and returned, this will be your copy. The Booking Clerk will also keep a copy for our records.