

# Cranfield Village Hall

## Single Event Booking Form and Hire Agreement - 2020

Cranfield Village Hall is a registered Charity No. 300020

For Office Use Only

**!!!NO SMOKEY DISCOS - this sets off the FIRE ALARM!!!**

1. Hirers must be over 18 years of age.
2. Before booking, confirm availability with Site Manager and Booking Secretary: Dave Rawle  
Tel: 07712 298367 between 8am and 7pm, or email: [info@cranfieldvillagehall.org.uk](mailto:info@cranfieldvillagehall.org.uk)  
Arrangements can be made to look around the hall before booking.

Rec'd:

Note: This will NOT be returned if cancelled within one month of the event date.

A returnable deposit of £100 is payable at least 7 days before the event.

Rec'd:

Note: This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Village Hall about noise or other disturbance during the hire period as a result of the hiring.

- 4 Scale of charges shown below:

				01-Jan-20	01-Jan-20	01-Jan-20
				Both Halls	Lge Hall Only	Sm Hall Only
				Hourly Rate	Hourly Rate	Hourly Rate
<b>All Regular Weekly Hirers</b>				<b>£22</b>	<b>£16</b>	<b>£12</b>
<b>One-Off Hirers - Cranfield Residents only</b>				<b>£22</b>	<b>£17</b>	<b>£13</b>
<b>One-Off Hirers - Non Cranfield Residents only</b>				<b>£26</b>	<b>£18</b>	<b>£15</b>
				<b>Note: All hire includes kitchen facility</b>		

5. **Contact Details**

Name : \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone Nos / email \_\_\_\_\_  
 \_\_\_\_\_

6. **Purpose of Hire (please state)** \_\_\_\_\_  
 \_\_\_\_\_

*Cranfield Village Hall is licenced for the making and performance of music and dance; entertainment and exhibitions.*

7. **Details of Hire**

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7.1 Type of Event : Private / Public (*delete as appropriate*)

7.2 Date Required \_\_\_\_\_

Checked: \_\_\_\_\_

7.3 Time Required: From / 1 \_\_\_\_\_ - / \_\_\_\_\_ - \_\_\_\_\_

Total Hrs \_\_\_\_\_

*(Note: the Hall is available between 09:00 and 23:30 Monday - Sunday)*

*Please ensure any setting up and clearing away times are included in the period of hire.*

7.4 Room Required Both Halls / Large Only / Small Only

Hire: \_\_\_\_\_

7.5 Alcohol Licence Req? YES (add £10) / NO

Cost: \_\_\_\_\_

7.6 Special Requirements : Please discuss with the Site Manager and note here.  
 \_\_\_\_\_  
 \_\_\_\_\_

In signing this form the hirer agrees to abide by the Conditions of Hire, and Information for Hirers as displayed in the Hall and available on the website [www.cranfieldvillagehall.org.uk](http://www.cranfieldvillagehall.org.uk)

Signature of Hirer \_\_\_\_\_

Date \_\_\_\_\_

Site Manager \_\_\_\_\_

Date \_\_\_\_\_

(or Hall Representative)

The hirer must retain a copy of this form (duly signed) and return it with the keys after the event.

Key No:

Issue Date:

Site Mgr:

Return Date:

Site Mgr:

Note: If keys are deposited in the Hall post box after the event the Site Manager (or Hall Representative) will confirm their return by phone or email.