

Cranfield Village Hall

Single Event Booking Form and Hire Agreement - 2022

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
Arrangements can be made to look around the hall before booking.
3. A deposit of £10 is required on booking Rec'd:

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

A returnable CASH deposit of £100 is payable on day of 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 : **Note: all hire includes kitchen facility**

					01-Jan-22	01-Jan-22	01-Jan-22
					Full Suite	Lge Hall	Sm Hall
			All Regular Weekly-Monthly Hirers		£22 per hr	£16 per hr	£12 per hr
One-Off Hirers (Must hire full Suite-Parties/ Receptions etc)					£26 per hr	N/A	N/A
	One-Off Hirers (Sm Hall only-suitable for meetings)				N/A	N/A	£15 per hr

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**

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

7.2 Date Required _____

7.3 Time Required: From / - _____ - / - _____

(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

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

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

Checked:

Total Hrs:

Hire:

Cost:

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

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.