CRANFIELD VILLAGE HALL

Single Event Booking Form and Hire Agreement 2026

Cranfield Village Hall is a registered Charity no; 300020

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 Sam and 7pm, or email: info@cranfieldvillagehall.org.uk Arrangements can be made to look around the hall before booking.
3) NO SMOKEY DISCOS – this sets off the fire alarms!
4) A deposit of £IO is required on booking. (Note: This will NOT be returned if cancelled within one month of the event date. within one month of the event date. A returnable CASH deposit of £1O0 is payable on day of event.
   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 Site Manager or Committee about noise or other disturbance during the hire period as a result of the hiring.
   Scale of charges shown below: *Note: all hire includes kitchen facility*

	Nov 2026	Nov 2026	Nov 2026
	Full Suite	Large Hall only	Small Hall only
	Hourly Rate	Hourly Rate	Hourly Rate
All Regular weekly Hirers	£24	£18	£14
One off Hirers	£28	N/A	N/A

5) **Contact Details**

Name:

Address:

Phone Nos /email

Purpose of Hire (please state)

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

6) **Details of Hire:**

Type of event: Private/Public Date required: Time required: From …… To……

(Note: the Hall is available between 0900 and 23:30 Monday - Sunday) Please ensure any setting up and clearing away times are included in the period of hire.

Room required: Both Halls/Large only/small only. Alcohol licence required? YES (add £10) NO

Special Requirements – please discuss with Site Manager and note here…

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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 Manager……

Return date:……Site Manager……

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.