

Hawstead Village Hall – Hiring Agreement Booking

I wish to hire the whole hall / main hall / meeting room / kitchen use

Name..... Address

Telephone:

E-mail: Postcode:

Day and Date of hire /...../..... Times from to.....

Day and Date of hire /...../..... from..... to.....

Day and Date of hire /...../..... from..... to.....

Total number of people attending Purpose of Hire.....

Whole Village Hall including kitchen*:	hourly rate
Residents & Concessions	£ 15
Non Residents	£ 48
Commercial	£ 60

Main Hall:	hourly rate	with kitchen* hourly rate
Residents & Concessions	£ 10	£ 10
Non Residents	£ 30	£ 38
Commercial	£ 45	£ 54

(Please note: Whole hall rate will be charged for parties over 40 people)

Meeting Room:	
Residents & Concessions	£ 5
Non Residents	£ 18
Commercial	£ 23

**Kitchen includes full use of ovens, hob, microwave, hot water boiler and fridge. Crockery and cutlery for up to 80 covers. Cleaning included. Linen for the tables can be hired at an additional charge of £5 per table cloth.*

Hall Hire Charge: _____

Table Cloth Hire @ £5 per table cloth _____

Refundable bond: up to £200 may apply – see terms & conditions. _____

TOTAL PAYMENT _____

50% Deposit of hire charge **Balance**

Please make cheques payable to **Hawstead Community Council**

Payment Policy

- a. A deposit of 50% of the Hire Charge must be paid on the initial booking of the Village Hall and will act as confirmation of the booking.
- b. A **Bond** may be required against damage or loss incurred to the premises and or contents by the Hirer or Persons associated with the event. Hawstead Community Council (HCC) reserves the right to increase or decrease the bond at its discretion. A bond of up to £200 will apply for Private Parties, Dances and Commercial use.
- c. The Bond will normally be repaid in full within 14 days after the event **unless damage, loss or extra cleaning including the surrounding village green area is deemed necessary**. Deductions will be made before any refund and extra charges may be levied if in the opinion of HCC, cleaning, damage or loss exceed the value of the Bond. Any refund of the Bond will be delayed until the full extent of costs have been assessed.
- d. The **balance of the total and required bond must be paid in full at least 4 weeks before the event**. If the full payment is not received before this time the Village Hall may be let to another hirer.
- e. Cheques will be cashed to account upon receipt. The deposit is refundable in full up to 6 weeks before the Event, 50% of the deposit will be forfeit if a booking is cancelled less than 4 weeks before the event.
- f. The **Hirer shall be responsible for all damage** (including accidental damage) to the premises or to the fixtures, fittings or content and for the loss of the contents.

Declaration

I have read and agree to abide by the ‘**Terms and Conditions of Hire**’ for Hawstead Village Hall.
I have paid a deposit of 50% of the Hire charge and will pay the balance at least 4 weeks before the event.

Signed: Date:

PLEASE RETURN COMPLETED BOOKING FORM AND REMITTANCE TO:

Bookings Clerk
c/o Hawstead Village Hall
The Green, Hawstead
Bury St Edmunds
Suffolk
IP29 5NP

Tel: 07379 499089
E-mail: bookings@hawsteadvillagehall.co.uk

For Booking Secretary

Treasurer:	Bookings Sec:	Calendar:	Caretaker:
Deposit received £	Balance received £	Bond returned	
Transaction completed – Signed:		Bookings Secretary	