

Booking Form

Hirer's Details

Name/Organisation: _____
Contact Name: _____
Contact No: _____
Email: _____
Date(s) Required: _____
Times(s) Required: _____
Purpose of hire(event): _____

Note: Available for hire between 7.30am and 12 Midnight every day excluding some public holidays. Please check your event date prior to booking by calling 01636 823834 or emailing hall@cromwellvillage.org.uk

Current Charges for Hire

Rate: **£10.00 hr.** (Last reviewed 01/09/2017)

Discounts may be applicable to some hires, please ask at time of booking.

Deposit

The committee reserve the right to request a deposit at the time of booking. Note: this is currently £25 for a standard booking but subject to increase for certain types of events. Please check prior to booking.

Rubbish Removal

There are no facilities outside of the hall for rubbish collection. ALL Rubbish disposal is responsibility of Hirer. Please do not leave rubbish sacks in or outside the hall. If any rubbish is left a forfeit of deposit may apply.

Cromwell Village Hall

07796 133656/07753 267899



Payments by BACS or CHEQUE

Please make cheques payable to:

Cromwell Village Hall

Send to:

Home Lodge, Great North Road, Cromwell, Newark
NG23 6JE

Hiring Conditions:

- The village hall is a 'No Smoking' building in line with current legislation.
- Smoking outside – cigarette stubs must be placed in receptacle provided outside fire door entrance
- The maximum number of persons in the hall is 84 unseated/42 seated at tables.
- All music and/or entertainment must end by 11.30pm and the premises vacated by midnight.
- Alcohol is not permitted unless agreed with the lettings secretary.
- The committee reserve the right to levy a charge for cleaning and/or damages after an event.
- Extra charges may apply if key is not returned by midnight – unless agreed with lettings secretary.
- Electrical equipment brought onto premises must be in good working order, carry (where applicable) a P.A.T certificate and is the sole responsibility of the owner/hirer.
- Any equipment brought onto the premises is at owner's own risk.
- The hall has public liability insurance to cover all normal risks, unusual activities must carry their own public liability insurance, certificate must be available at time of booking.
- I/we agree with the Hiring Conditions

Signed: _____ Signed _____

Cromwell VH

Hirer

Date: _____ Date: _____