



DITTON PRIORS VILLAGE HALL BOOKING FORM

Station Road, Ditton Priors, WV16 6SS

HIRER'S CONTACT DETAILS	
Name	
Organisation	
Address	
Email	
Phone No.	

ROOMS YOU WISH TO HIRE (tick relevant box)			
Main Hall		Kitchen	
Small Hall			

BOOKING DETAILS (please give details of the type of event you are holding)	
Date required	
Room access required from	
Event start time	
Event finish time	
Room access required until	
Nature of event	
Is alcohol going to be sold?	Yes or No If yes, a Temporary Event Notice is required. Please contact the Committee for permission to obtain a TEN.
Hire Charge	

FIRE PRECAUTIONS

I nominate the following personnel who will be instructed in the routine to be followed in case of fire and the first named will be responsible for notifying the fire service.

1.	
2.	
3.	

For all bookings a £50 deposit will be required to secure the Hall and the date required. The deposit will be returned if the venue has been left in an acceptable condition and is in a clean and tidy state. An invoice will be sent to you once the booking form is returned.

This form should be completed and returned via email to: Dittonpriorshalls@gmail.com.

I am the Hirer/I am authorised by the Hirer (delete as appropriate) to enter into THE AGREEMENT.

The Terms and Conditions of Hire, along with this Booking Form, constitute THE AGREEMENT between the Hirer and the Venue. I confirm that I have read and understood THE AGREEMENT, and agree that the hire of the Venue will be carried out in accordance with THE AGREEMENT.

Name

Signature Date

Hirer Information

Keys

Keys should be collected/returned from/to the Post Office or Parker Motors or by prior arrangement from a Committee Member.

Sundries

Please bring with you:

- Coffee, Tea, Milk and Sugar
- Washing Up Liquid
- Cloths and Tea Towels
- Black Rubbish Sacks

Rubbish

Please take all rubbish and recycling home with you.

Water Heater

The water heater is controlled by Hive. Please contact a Committee Member if you would like the water heater to be adjusted.

Lighting

After your event, please ensure that all lights are switched off, including the kitchen, small hall and store room.

Heating

The heating is controlled by Hive. Please contact a Committee Member if you would like the heating to be adjusted.

General Cleanliness

Please leave the Hall as you would expect to find it. Kindly sweep and mop all floors in the rooms used, check the toilets, and empty the bins.

STANDARD CHARGES FOR CLEANING (if not left in a satisfactory state)	
Hall	£50
Toilets	£50
Kitchen	£50
Oven/Fridge	£50
Breakages	Cost to Replace

Breakages

In the event of breakages, please inform Dittonpriorshalls@gmail.com.

Doors

After your event, please ensure that all internal fire doors are closed and the front door is locked.