

North Cadbury Village Hall Booking Form

Registered Charity No 304592

1. Parties

For Bookings - Booking Secretary: bookings@northcadburyvillagehall.org.uk

For Accounts & Payments - Treasurer: treasurer@northcadburyvillagehall.org.uk

2. The Hirer (If an Organisation, its Authorized Representative must be aged 18 or over)

	PLEASE PRINT	Invoice, if different from Hirer
Hirer		
Contact Name		
Address		
Postcode		
Telephone Number		
Email Address		

I wish to book the **MAIN HALL** **READING ROOM** **BOTH** (tick as required)

Date of Hire	From (Hrs.)
End Date	To (Hrs.)

The minimum hire period is 2 hours and must include the time taken to prepare for your function and clear up afterwards. Hire Charges to include heating & lighting and the use of tables, chairs, crockery & kitchen equipment, and a hearing loop / PA system

Hire charges

Main Hall, including Stage & Kitchen £16.50 per hour

Main Hall, Commercial Hire £22.50 per hour

Reading Room, including Kitchenette £12.00 per hour

Bar (or consumption of alcohol) £15.00 Hall has a license for alcohol (so no other license is required)

Theatrical Stage Lights and / or Heaters £10.00 per Event

At the time of booking the Hirer shall pay a deposit equivalent to the hire fee for two hours (or the full hire fee if the booking is for three hours or less). The balance of the hire fee, after deduction of any deposit paid, is payable promptly on receipt of the invoice.

Type of Function to be held:	
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Premises Licence North Cadbury Village Hall Committee The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities. A copy of the Licensing Regulations is available and form part of this Booking Contract.

Please tick which of these licensable activities will take place at your event. (If any)			
The Performance of Plays		Other Entertainment Activity	
Indoor Sporting Event		Making Music	
The Performance of Live Music		Dancing	
The Playing of Live Music		The provision of Late-Night Refreshments	
The Performance of Dance		The Sale of Alcohol	

If you have indicated that alcohol is to be consumed at your event you will need to complete the **Special Conditions Alcohol Form**.

Please tick if you require	
PA System	
Bar with License	
Hearing Loop	
Theatrical Stage Lights and/or Heaters	

Please return this Contract to the Booking Secretary together with the correct deposit.

The deposit may be paid by electronic transfer into **North Cadbury Village Hall & Club, Account Number 80668478, Sort Code 20-99-40**. The booking will not be confirmed until payment of the deposit is received. Any Special Deposit will be refunded after the Event, less the cost of any damage or breakages.

A copy of the completed Contract signed on behalf of North Cadbury Village Hall will be returned to you. It is a condition of the North Cadbury Village Hall's Booking Contract Conditions and a requirement of the Premises License granted under the Licensing Act 2003 that the Hirer, in person or through its authorised representative or a responsible person aged 18 or over authorised by the Hirer, be present at every event.

This Contract includes the North Cadbury Village Hall 'Booking Contract Standard Conditions' and, if applicable, Special Conditions Alcohol. By signing this form, The Hirer confirms acceptance of these conditions, and that The Hirer has read and agrees to the Children and Vulnerable Adult Protection Policy on display at the entrance to the Hall or available from the Booking Secretary on request.

The Hirer will notify the Hall Treasurer or Booking Secretary if there are any changes to the above information.

Signed by Hirer

Signature	Name (Please Print)	Date
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Confirmed on behalf of North Cadbury Village Hall

Signature	Name (Please Print)	Date
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