

SHIFNAL VILLAGE HALL COMMITTEE

APPLICATION FOR HIRE

1. I hereby make application for the use of accommodation and services at Shifnal Village Hall, according to the particulars provided by me below and the scale of charges regarding hire of the premises which I have read and understood.
2. **BOOKING FEES**
 - a) The full hire charges must be paid with the application for all bookings costing up to £50.00
 - b) A minimum deposit of £50, which includes insurance cover of £10.00, must be paid with the application for all bookings costing over £50.00.
 - c) A refundable deposit of £100.00 is payable to cover cleaning/restoring the premises following a function. This will be refunded within 28 days providing the premises are left in as good and clean condition as before the booking. This may be paid by cheque or cash when the balance (if applicable) is paid 4 weeks prior to the booking date.

A fee of £50.00/..... for deposit/ full hire charges and insurance cover accompanies this application. I understand that any balance of charges must be paid 4 weeks prior to the date that the function is to be held. (Details will be recorded on Confirmation of Hire completed by booking clerk)

3. If my application is confirmed by the booking clerk, I hereby agree to comply with the Conditions of hiring the Hall , or any part thereof, as attached hereto, which I have read and understood.
4. I agree that a booking is not transferable, and that if I do attempt to transfer such booking I shall forfeit the booking fee.
5. **Please ensure that ALL fire exits are kept free of obstruction.**

QUESTIONS	ANSWERS
On what date and between what times is the accommodation required?	
For what purpose/s? Please give full details with approximate number of people expected to attend	
Please state on whose behalf the application is being made, giving address and telephone number/s	
Please state which of the following you require <ol style="list-style-type: none"> a) Main Hall b) Large Committee Room c) Small Committee Room d) Kitchen & Crockery(light use) e) Kitchen & Crockery (cooking) f) Bar g) Projector Screen h) Hearing Loop Microphone i) Insurance cover (no option) 	

Please state times you require for preparation and clearing after your function	Names and addresses of stewards (One to every 50 people, maximum of 3)

DATE

SIGNATURE

NAME

TELEPHONE NO/S

ADDRESS

POST CODE

Position/status of hirer

EXPLANATORY NOTES

- a) A statement setting out the amount to be paid for use of the accommodation and services, signed by the booking clerk, will be supplied to the Hirer on the Confirmation of Hire contract.
- b) Cheques to be made payable to **SHIFNAL VILLAGE HALL**.
- c) Only official receipts, issued by the booking clerk, will be recognised.
- d) The Committee reserve the right to refuse any application for hire without indicating any reason/s for refusal.
- e) The Committee will not accept applications from a Hirer who has not settled any previous outstanding account.

Please return this form, together with your deposit of £50.00 to SHIFNAL VILLAGE HALL, ASTON STREET, SHIFNAL, SHROPSHIRE, TF11 8DW.