

Shifnal Village Hall Committee, Aston Street, Shifnal TF11 8DW

Tel: 01952 462787 Mob: 07548 773812 email: shifnalvillagehall@yahoo.com

APPLICATION FOR HIRE

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 and conditions of Hire regarding hire of the premises which I have read and understood.

Name.....Telephone No(s).....

Address.....

Postcode,..... email (PRINT).....

Purpose for Hire.....Position/Status of Hirer.....

DATE REQUIRED.....TIME OPEN.....TIME CLOSE.....
These times to include Setting Up and Cleaning Up

Signature.....Todays Date
I have read and understood the Conditions of Hire

ROOMS & FACILITIES REQUIRED

£ : p

Main Hall setting up from to..... = hours @ £	per hr =		
Main Hall FUNCTION from to = hours @ £	per hr =		
Main Hall clearing up from..... to..... = hours @ £	per hr =		
Large Meeting Room	hours @ £ per hr =		
Small Meeting Room	hours @ £ per hr =		
Kitchen & Crockery Full Use	Event Charge		
Kitchen - Light Use	Event Charge		
Bar from to	Event Charge		
Screen	Event Charge		
Hearing Loop Microphone	Event Charge		
Insurance Cover (No option)	Event Charge		
Other <i>ie extra opening</i>	Event Charge		
NUMBER OF PEOPLE (Approx)		TOTAL	
		Less Deposit	
		Balance to be paid on	

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.

Cheques to be made payable to SHIFNAL VILLAGE HALL. Only official receipts, issued by the booking clerk, will be recognised.

The Committee reserve the right to refuse any application for hire without indicating any reason/s for refusal.

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

George Walker, SHIFNAL VILLAGE HALL, ASTON STREET, SHIFNAL, SHROPSHIRE, TF11 8DW.

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APPLICATION FOR HIRE (Continued)

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 separately 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 and that your Booked Time was not over run. This may be paid by BACS, 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 the Booking Clerk. 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. I agree that a booking is not transferable, and that if I do attempt to transfer such booking I shall forfeit the booking fee.

Payment by Cheque: Please make cheques payable to SHIFNAL VILLAGE HALL.

Payment by BACS: LLOYDS BANK -

Account Name : SHIFNAL VILLAGE HALL. Sort Code 30 18 55 Account No. 07721930

STEWARDS - One person for every 50 people

Please ensure that Stewards are aware of the location of Fire Exits & Extinguishers and that ALL FIRE EXITS are kept free of obstruction AT ALL TIMES. In the event of evacuation of the Hall, those leaving by the Exits in the Main Hall should gather on the lawns outside. Those leaving by the main doors Entrance should gather on the Car Park. Please contact the Emergency Services by calling 999 (Hall Postcode TF11 8DW) and then follow the list of emergency contacts displayed in the kitchen and on the kitchen window viewed from outside the main entrance.

No 1 NameAddress.....

No 2 NameAddress

No 3 NameAddress

No 4 NameAddress

PLEASE NOTE

YOUR EVENT FINISHES AT _____ and your clearing up starts at this time. Tables should be wiped down and left where they are and Hall Staff will remove them to storage. Chairs should be stacked in stacks of SEVEN and left where they are and Hall Staff will remove them to storage. PLEASE DO NOT DRAG CHAIRS ACROSS THE FLOOR. The floor should be swept with the wide brushes, Dustpan & Brush found at the back of the kitchen and the sweepings etc. put in the bin in the kitchen. There are bins behind the Hall for more bulky rubbish. The Hall should be in the same condition as it was when you started your booking, ready for the next Booking coming in. Please observe the **“Conditions of Hire”**.

THE HALL WILL BE LOCKED AT _____ UNLESS YOU HAVE OVER RUN YOUR TIME.