

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

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## **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 address.....

Purpose for hire.....Position/Status of hirer.....

DATE REQUIRED .....TIME OPEN.....TIME CLOSE.....

These times to include setting up and cleaning

Signature \*.....Todays Date.....

\*I have read and understood the Conditions of Hire and information overleaf.

## **ROOMS & FACILITIES REQUIRED**

Main Hall setting up from ..... to ..... = .....hrs @ £	per hr =	£
Main Hall FUNCTION from .....to .....=.....hrs @ £	per hr =	£
Main Hall clearing up from ..... to ..... = .....hrs @ £	per hr =	£
Large Meeting Room .....hrs @ £	per hr =	£
Small Meeting Room .....hrs @ £	per hr =	£
Kitchen & crockery full use	Event charge =	£
Kitchen – light use	Event charge =	£
Bar: from ..... to .....	Event charge =	£
Insurance Cover (Compulsory)	Event charge =	£
Other	Event charge =	£
Number of people (approx.) .....	TOTAL	£
	Less deposit	£
Balance to be paid by .....		£

Balance payments to be made by BACS to Shifnal Village Hall sort code: 30 18 55, account number: 07721930.

The committee reserve the right to refuse any application for hire without indicating any reason for refusal.

The committee will not accept applications from a hirer who has not settled a previous outstanding account.

A deposit of £100 in CASH (refundable) is required together with the application form to Shifnal Village Hall, Aston Street, Shifnal, TF11 8DW.

## BOOKING FEES.

- The full charges must be paid immediately for all events taking place within 1 month of the application and at least one month before any events taking place at a later date.
- A refundable deposit of £100 is payable to cover cleaning/restoring the premises following a function. This will be refunded within 28 days provided the premises are left in as good and clean condition as before the booking and that your booked time was not overrun.

If my booking is confirmed by the Booking Clerk, I hereby agree to comply with the Conditions of Hire, which I have read and understood.

I agree that a booking is not transferable, and that if I do attempt to transfer such a booking I shall forfeit the deposit.

**STEWARDS:** There should be one steward for every 50 people present.

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 should gather on the car park. Please contact the emergency services by calling 999 (Hall Postcode is **TF11 8DW**) and then follow the list of emergency contacts displayed in the kitchen and office window viewed from outside the main entrance.

When your event finishes you are responsible for clearing up. Tables should be wiped down, folded, stacked on the trolleys and returned to the storage room. Chairs should be stacked in stacks of seven. Please use the chair-jack to move them, or carry them, and **DO NOT** drag them across the floor. The floor should be swept with wide brushes and the sweepings and all rubbish etc. put in the bin. There are larger bins at the back of the Hall for more bulky rubbish and recycling. The hall should be in the same condition as it was when you started your booking, ready for the next booking.

If used, the kitchen surfaces should be wiped down and clear of all crockery etc, which should be put away.