**Tuddenham St Mary Village Hall Booking Form**

Once completed and submitted, this form is the basis of the contract between Tuddenham St Mary Village Hall Trust and the hirer.

**Section 1 – About You**

Name of hirer:

|  |
| --- |
|  |

Name of organisation (if applicable):

|  |
| --- |
|  |

Address:

|  |  |
| --- | --- |
|  | |
|  | |
|  | Postcode: |

Email address:

|  |
| --- |
|  |

Telephone number:

|  |
| --- |
|  |

**Section 2 – About Your Booking**

Purpose/Description of hiring:

|  |
| --- |
|  |

Type of hire (please tick):

|  |  |
| --- | --- |
|  | One off hire |
|  |  |
|  | Regular hire |
|  |  |
|  | One off additional hire for regular user |

Hire required (please tick):

|  |  |
| --- | --- |
|  | Main Hall |
|  |  |
|  | Main Hall + Kitchen |
|  |  |
|  | Meeting Room |
|  |  |
|  | Meeting Room + Kitchen |
|  |  |

Note: Hall and Meeting Room hire includes use of tables and chairs. Kitchen hire includes use of ovens, hob, fridge, freezer, dishwasher, instant boiling water tank, crockery, cutlery and glasses.

Date of hire:

|  |
| --- |
|  |

Time access required:

|  |
| --- |
|  |

Time of hire ending:

|  |
| --- |
|  |

\* A cleaning/tidying up period of 30 minutes after the end of the hire is allowed

Total period of hire (in hours):

|  |
| --- |
|  |

**Section 3 – Sale/supply of alcohol**

Tuddenham St Mary Village Hall does not hold a Premises Licence authorising the sale or supply of alcohol.

If you intend to sell alcohol or supply alcohol at an event where any form of entrance fee is required you must obtain Temporary Event Notice (TEN) from West Suffolk Council. Details of the application process can be found here.

<https://www.gov.uk/government/publications/temporary-event-notice-form>

Note – a TEN is not required for a *private hire* event where alcohol is supplied free of any charge or entry fee.

Please tick the appropriate box below:

|  |  |
| --- | --- |
|  | I WILL NOT be selling alcohol or supplying alcohol for a fee |

|  |  |
| --- | --- |
|  | I WILL be selling alcohol or supplying alcohol for a fee. The person named below will |
|  | be responsible for obtaining a Temporary Event Notice |

Name of applicant:

|  |
| --- |
|  |

**Section 4 – Cost of Hire (see Appendix for costs)**

Please calculate the cost of your hire:

|  |  |
| --- | --- |
| Number of hours |  |
| Cost of hall/room hire per hour | £ |
| Basic Hire cost | £ |
| Extras: |  |
| Kitchen | £ |
| Total Hire Cost | £ |
| Non- refundable deposit | £20 |
| Balance DUE NO LATER THAN 7 Days before event | £ |

A non-refundable deposit of £20 is payable when making the booking.

The balance of the hire cost shown above is payable no later than 7 days before the start of the hire period and is non-refundable after this point.

**Section 5 – Declaration**

I acknowledge that I have read and understood and signed the Terms and Conditions of Hire and agree to comply with all the obligations therein. I also confirm that I have read and understood the Fire Risk Assessment, Safeguarding Policy and Health & Safety policy. The hirer must be over 18 and is required to be present during the event or else represented by another responsible and authorised person.

|  |  |
| --- | --- |
| Signature: | Date: |

**The completed and signed Booking Form and Hire Agreement Form should be emailed to bookings.tuddenhamvh@gmail.com**

**Appendix – Hire Costs**

|  |  |
| --- | --- |
| Main Hall (per hour):  Tuddenham Village Resident:  Non-resident / commercial: | £20  £30 |
| Meeting Room (per hour):  Tuddenham Village Resident:  Non-resident / commercial: | £15  £20 |
| Use of kitchen: | £20 |

**Deposit and Hire Fees should be paid in cash or (preferably) bank transfer to:**

**Account: Tuddenham New Village Hall**

**Account Number: 69114260 Sort code: 30-90-91**

|  |  |
| --- | --- |
| For office use only – Booking Reference: |  |