

## Eversden Village Hall Booking Form

<b>Name of Hirer/ Organisation</b>									
<b>Address, including post code</b>									
<b>Contact telephone number(s)</b>									
<b>E-mail</b>									
Village Resident		Non- resident		Community Org./charity		Commercial			
<b>Type of function/s</b>									
<b>Event type (please tick)</b>		<b>Public</b>		<b>Private</b>					
Is food (other than biscuits/cakes) to be provided at the event?									
<b>Rooms required (please tick)</b>									
Main Hall		Committee Room		Whole Building					
<b>Facilities required (please tick)</b>									
Dishwasher		Sound system		Projector		Wi-Fi		Hearing Loop	
Stage		Bar		Lectern		Flip chart		Microphone	
Table tennis table		Air hockey table							
<b>Wedding Package Facilities required (please tick)</b>									
Festoon lights		Indoor fairy lights		Outdoor fairy lights		LED tea lights		Tea light holders white	
Tea light holders gold		White table cloths							
<b>Date(s) of hire</b>									
<b>Time entering &amp; leaving hall</b>									
<b><i>Must include set up and tidy up as bookings are back to back</i></b>		From				Until			
<b>Complete for regular bookings</b>									
<b>Day(s) of week required</b>									
<b>Frequency e.g. weekly, monthly, quarterly</b>									
<b>Date commencing</b>									
<b>Date ending</b>									
<b>School term time only (Yes/No)</b>									

## Eversden Village Hall Booking Form

### Hirer's undertaking

I certify that I am over 18 years old and I accept responsibility for being in charge of, and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

I have read, accept and agree to abide by the Terms and Conditions for the hire of Eversden Village Hall and any other facilities.

I will not hold the Trustees of Eversden Village Hall responsible in respect of any injury or loss or damage arising from this letting.

My organisation does/does not work with children and/or vulnerable adults. We do/do not have child protection and vulnerable adult policies and procedures in place. **Please delete as appropriate.**

**Signed (Hirer):** ..... **Date:** .....

**Confirmed by:** ..... **Date:** .....

Please send a copy of this completed form by e-mail to the Bookings Secretary at **eversden.village.hall@gmail.com** (preferred method) or in person as instructed.

### FOR VILLAGE HALL USE:

Date payment received:

Amount to be returned at end of booking £.....