



# VILLAGE HALL HIRE AGREEMENT

Thank you for booking the Village Hall in Purton. Please read the attached Conditions of Hire and return signed.

<b>1 APPLICANT DETAILS</b>		
NAME		
ADDRESS		
TELEPHONE NO		
EMAIL		
ORGANISATION <i>(If applicable)</i>		
<b>2 PURPOSE OF HIRE</b> <i>(Event/Business hire etc)</i>		
<b>3 BAR FACILITY</b> Are you selling alcohol at your event?	If YES are you providing your own Temporary Events Notice? <input type="checkbox"/> OR Do you require ours? <input type="checkbox"/> £23.50 a day (Resident) £24.00 a day (Non Resident)	<b>YES / NO</b> <i>If yes we will require a copy prior to the event OR We will provide you with the relevant permission on payment receipt</i>
<b>4 DATE OF HIRE</b>	/ /	
<b>5 TIME OF HIRE</b>	<b>From : ..... To .....</b>	
<b>6 COST OF HIRE</b> <i>(Payable in advance with completed booking form in full plus deposit if applicable)</i>	£..... <i>(All bookings charged at the function rate are required to pay a £50 returnable deposit in cash one week before hire if hall left in condition found)</i>	
<b>6 BOUNCY CASTLE</b> <i>(Supplied by the hirer)</i>	Chargeable fee of £10.50(Resident) £11.00 (Non Resident) Received : ...../...../..... <b>See conditions of hire regarding liability</b>	
<b>7 SOUND SYSTEM</b> <i>(for meetings and presentations only)</i>	Handheld microphone (1) <input type="checkbox"/> Desktop microphone (1) <input type="checkbox"/>	
<b>CLEANING OPTION</b> AVAILABLE AFTER HIRE VIA OUR CARETAKER <b>IF REQUIRED £80.00</b> tick if required <input type="checkbox"/>	<b>STAGE CURTAINS</b> If you require use of the stage curtains tick here <input type="checkbox"/>	
<b>I/We have read, accepted and signed the stated conditions of use</b>		
Signed :..... Print Name :.....		
<b>FOR OFFICE USE ONLY</b>	Payment receipt no : Amount Paid : Method of payment : CHQ/CASH/BACS Deposit received: YES/NO £..... Date	
<b>BACS PAYMENT DETAILS</b> Sort code : 30-98-41 Account No : 00245446 <b>CHEQUES MADE PAYABLE TO</b> Purton Parish Council		
<b>BOOKING SYSTEM</b>	Changed to Confirmed not Provisional	
	Print confirmation and send	
	Print invoice/enter payment	

GDPR May 2018 – All data collated will be used for the sole purpose of this hire and will be kept for the minimum period required to carry out the hire and the financial year it includes. After this period the data will be securely destroyed. Further information can be obtained from our offices.