

# FORM OF APPLICATION FOR HIRE OF HERRINGSWELL VILLAGE HALL

To the Herringswell Village Hall Management Committee

I/We: (insert name).....

Of (insert address).....

.....

Tel: ..... E-mail:.....

Hereby apply for the hire of Herringswell Village Hall on: (insert date).....

From: (insert time): .....am/pm until .....am/pm, for the purpose of

.....

I/We hereby agree to pay the sum of £.....(figures) £.....(words) for such hire and my/our cheque is attached to this form. I/We also enclose a separate cheque as refundable deposit of £50.00 (£200.00 for special events: weddings, 18<sup>th</sup>/21<sup>st</sup> and "sweet 16" parties).

I/We have read all the terms and conditions and I/We agree to observe and perform those conditions.

**HAVING READ THE ATTACHED CONDITIONS OF HIRE, I/WE AGREE TO THE TERMS OF BOOKING**

**Signature of Hirer(s).....Date:.....**

**Cheques to be made payable to: Village Hall Herringswell. Please sign, date and return to The Acting Treasurer c/o The Beehive, Herringswell IP28 6ST. Please let us know if you will be paying by BACS**

## **IMPORTANT NOTICE**

The Village Hall is not Licensed for the sale of alcohol and a temporary event notice (TEN) must be obtained from Forest Heath District Council at least 10 days before the event. You do not need a TEN if you are providing alcohol free of charge. You must notify the Village Hall Committee that you are applying for this.

**BOUNCY CASTLES AND SMOKE/HAZE MACHINES ARE NOT PERMITTED ON THE PREMISES**

PLEASE REMOVE ALL RUBBISH FROM THE VILLAGE HALL PREMISES AS WE DO NOT HAVE A COMMERCIAL WASTE COLLECTION SERVICE – THANK YOU

**MAXIMUM PERMITTED NUMBERS WHICH MUST NOT BE EXCEEDED: 120 PERSONS**

**NO SMOKING is permitted in any part of the Hall including the Car Park**

**THE HIRER shall keep the Main Entrance door to the Village Hall unlocked the whole time the premises are in use.**