

**Weston Turville Village Hall (Registered Charity No. 268961)**

School Approach, Weston Turville HP22 5RW

Email: [westonturvillehall@gmail.com](mailto:westonturvillehall@gmail.com) Tel: 07909 485369

**APPLICATION TO HIRE THE VILLAGE HALL**

Arrangements made by telephone or email are provisional and will be held for 5 days only. Please return this form promptly to secure the booking.

Return the form together with a deposit to: Sarah Copley, Weston Turville Village Hall, School Approach, Main Street, Weston Turville HP22 5RW.

**PLEASE ENSURE YOU PROVIDE A VALID MOBILE NUMBER FOR KEY CODE TO BE SENT TO ON THE DAY OF HIRING**

Contact Name	
Name of Organisation (if applicable, please state charity registration number)	
Address	
Email	
Mobile Telephone number	

Date of Hire		Time of Hire	
Main Hall / Committee Room			
Private or Non Private Function (Please give details, eg Children's Party, Public Meeting)			
Will Alcohol be sold? (If yes, the hirer must obtain a <b>Temporary Event Notice</b> which shall be in force at the time of hire and be the responsibility of a <b>Licensed and Qualified Bar Person</b> . A copy must be provided before your hire)			
Will you be hiring eg bouncy castle, children's entertainer, catering company etc? If so, please give name and provide copy of their public liability insurance			

Hire Fee	£	Damage Deposit	£ 150
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Payment by cheque made payable to "Weston Turville Village Hall" - one for Hall Hire and a separate cheque for the deposit, which will be returned or destroyed after the booking,. The damage deposit is to be paid at the time of booking, the hire fee is due 3 weeks before your hire date.

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I have read the Standard Terms & Conditions of Hire and **the additional terms and conditions relating to coronavirus** and agree to abide by them.

I agree that I have read and understand Weston Turville Village Hall (WTVH) Privacy Notice. I agree by signing below that WTVH may process my personal information for providing information and corresponding with me regarding the hire of the hall.

I agree that WTVH can keep my contact information data for an undisclosed time or until I request its removal. I have the right to request modification on the information that you keep on record. I have the right to withdraw my consent and request that my details are removed from your database.

Signature of Hirer ..... (I am over 18 years of age)

Name (please print) ..... Date .....

You should retain a copy of this booking form and Terms and Conditions of Hire for your own information.

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#### **Please Note**

- Hire does not include exclusive use of the car park to which no liability is accepted for any vehicle or its contents. All parking is at own risk.
- Hirers are respectfully asked to leave the Hall and car park quietly.
- All rubbish to be removed from the hall when you leave.
- The hirer will be liable for any external or internal part of the property which is vandalised, damaged or removed by a member of their party and will be liable for any charges which are occurred in this respect. Please check before using adhesives on walls (blu-tac, tape, may cause damage). Any damage may require repair at the hirer's expense.
- All functions must finish by 10.30pm and the Village Hall be cleared by 11.30pm.
- All hirings undertaken at your own risk.