

Private booking Form

**To be used by persons wishing to book a single session ,party etc
All bookings must be confirmed in writing by CHVH.
Cofton Hackett Village Hall has CCTV installed in the hall and around car park**

All persons wishing to book the hall must fill in a form and return to
Mrs J Webb 19 Oakfield Drive Cofton Hackett Worc's B45 8AN

Please make payments directly into bank account

Cofton Hackett Village Hall Committee

Bank transfer details: 30-91-36 00560281 (preferred option)

**A returnable £40.00 deposit is required before booking is confirmed .
(Returned after your session has ended and the hall has been checked) and keys re-
turned, or deposit is forfeit**

Applicants details

Name

Address

Email address

Phone Number
& Mobile Number

Reason for hire

Brief description

Which room do you require?

Large

Small

Morning,

Afternoon

Evening

Number expected to attend

Adults

children

Date

from

to

Do you serve food or drink

Are you self-catering or hiring caterers

Is any electrical equipment being used

Are you having entertainment

Are you engaging bouncy castle etc

Please give names ,contact details & address
of main contacts

Terms & Conditions

For all persons using the Cofton Hackett Village Hall

1. Hire charges to be paid 4 weeks before session
2. You must notify us of any cancelations at least three weeks before you booked date it is up to the committee if deposit is refunded
3. The keys are not to be lent or copies made.
4. At all times the committee must be informed who is using the hall
5. No fairy lights allowed in the hall
6. Nothing to be stuck to the walls
7. The hall must be left clean & tidy with all tables & chairs wiped down & stacked away.
8. All tables ,chairs ,door handles working surface in both the hall & toilets to be wiped down before leaving
9. Floor swept
10. Any deposits on the floor from split drinks or food to be cleaned up.
11. Kitchen to be left clean and tidy, NO washing up to be left.
12. It is the responsibility of the form signature to check the toilets before and after each section.
 - a. No food or party plates etc to be left at the hall Bring black bag with you
 - b. If any is left at the hall cost of disposal will be deducted from your deposit
 - c. Please check toilets have been flushed
13. The emergency doors are not to be used to bring equipment or any other items into the hall.
14. Any additional electrical equipment to be used must be run past us first.

On signing this form you have read and agreed to comply with our terms and conditions		
<i>Please sign</i>		Date
<i>Please print</i>		
Address if different from applicant.		