

# ST LEONARDS and ST IVES VILLAGE HALL

## BOOKING APPLICATION FORM – PRIVATE HIRE

|   |  |  |
|---|--|--|
| <b>Full name of hirer:</b> _____  |  |  |
| <b>Address:</b> _____<br>(including email) _____  |  |  |
| <b>Telephone number:</b> _____ <b>Mobile:</b> _____   |  |  |
| <b>Name of organisation on whose behalf you are hiring:</b> _____   |  |  |
| <b>Day and date required:</b> _____ <b>Time from:</b> _____ <b>To:</b> _____  |  |  |
| Please enter time from when you wish to gain access to the premises, remembering to include any setup time you need, until the time when the hall doors will be locked after you depart. (See "Conditions of hire" Rule 5 ) |  |  |
| <b>Purpose of the hire:</b> _____   |  |  |
| <b>The room hire fee for the:</b> _____ (insert room/s) <b>Is: £</b> _____  |  |  |
| <b>I enclose:£</b> _____ <b>50% of the hire fee and I will pay the balance one calendar month prior to the event</b>  |  |  |

I enclose a £50.00 damage deposit cheque which will be banked one week prior to the event and returned one week after the event providing the room is left clean and tidy and in the condition in which it was found, and, at the correct time.

I do/do not want to load and turn on the dishwasher (main kitchen only) and leave it for the staff to empty. I enclose £3.00 for use of the dishwasher.

I agree to take any rubbish away with me or will purchase approved purple sacks from you at a cost of £2.00 each and will fill these and leave in the kitchen. I wish to purchase ..... purple sacks and enclose a cheque for the correct amount.

Tick here for use of broadband supply and here  to confirm you have read and accept our Broadband Terms

I am over 18 and have read and understand the "Conditions of Hire" (attached) regarding the above premises, and accept that I/my organisation will be accountable for any breach of the conditions contained therein.

**I will/will not be running a licensed bar. (Temporary Events Notice required for sale of alcohol).**

I have carried out a risk assessment in line with the "Conditions of Hire"

I understand that the Management Committee use an online bookings system called Hallmaster, which is linked to and can be accessed from the Village Hall website (stleonardshall.org.uk). To use this facility I agree to the storage and handling of my data by these websites and acknowledge that I can chose whether or not details of my bookings can be displayed on the Hallmaster Diary displays. Please select your privacy option:

**do not display any of our details**  **make all details public**  **hide contact persons' details**

**Signed** ..... **Date** .....

Please make your cheque payable to **St Leonards & St Ives Village Hall** and send with this completed and signed form to **Clementine Pestell, St Leonards & St Ives Village Hall, Braeside Rd, St Leonards, Ringwood, Hampshire, BH24 2PH**. Telephone: 07340 099036 or 01425 472499

*To comply with the requirements of the General Data Protection Regulations 2018, any information you supply on this form will be used to administer your booking and will be kept for a period of 12 months after the event has taken place.*

### For completion by booking secretary

Date deposit received: \_\_\_\_\_ Date booking confirmed: \_\_\_\_\_

Date balance and damage deposit due: \_\_\_\_\_ Date received: \_\_\_\_\_

Date damage deposit returned: \_\_\_\_\_ Account: \_\_\_\_\_