

## OFFENHAM VILLAGE HALL GENERAL BOOKING AND PAYMENT FORM 2023

Date Of Hire		Times Hall Required (To Include Setting & Cleaning Up )	Time From	Time To
<b>For Evening Events Please Vacate The Hall By Midnight Unless Agreed With Booking Secretary. This Is A Condition Of Our Hall Licence</b>				
Name Of Hirer And Organisation (If Any)				
Address Of Hirer				
Contact Numbers	Home		Mobile	
e-mail Address				
Can We Contact You by Email With Information About Our Events?			Y/N	
Description Of Event				
Approximate Numbers Of People Attending.      Adults      Children <b>Hall Limits</b> (100 Standing, 80 Table Seated or 100 Seated In Rows Plus 10 Entertainment & Staff)				
Will Alcohol Be Available At This Event?    See Note Below      Yes / No				
<b>*Note* No Beverages Of Any Kind Can Be Brought Into the hall Or Sold When The Village Hall Bar Is Hired. You Cannot Sell Alcohol At Any Event</b>				
Do you Need The Sound System? Yes/No		Are you Having A Bouncy Castle?      Yes /No      *See Notes		
Do you Need The Projector?      Yes/No		Do You Require Instructions / Help With (1) Sound System (Tick)      (2 Projector (Tick)		
If You Use the Sound System / Projector And Change The Cables Please Change Them Back As you Found Them				
Hire Charge £15 per hour. Plus <b>Deposit £75</b> <b>Final Clean See Below Add £20</b> <b>or agreed. Check availability **</b>	For A Licensed Bar Add £45.00 Min Charge 4 Hours Extra Hours £15 Per Hour (min 1hr)			Go To Booking CalculatorBelow
All Bookings Must Be Fully Paid At Latest 14 Days Before Your Booking. Please Pay By BACS Using Bank Details Lloyds Bank Evesham A/C Offenham Village Hall, Sort Code 30-93-11 A/C 02173861 <b>Quoting Date Of Hire And Surname</b>				
<b>BOOKING CALCULATOR</b>				
	<b>Hours Booked</b>	<b>Rate Per Hour</b>	<b>Total Cost</b>	
<b>Hire Charge</b>	<b>x Hours</b>	<b>£15.00</b>		
<b>Deposit See Notes Below</b>	<b>1x</b>	<b>£75.00</b>	<b>£75.00</b>	
<b>Licensed Bar</b>	<b>Up To 4 Hours</b>	<b>£50.00</b>		
	<b>Extra Hours per Hour</b>	<b>x £15</b>		
<b>Final Clean</b>	<b>Mop Floors &amp; Clean Surfaces</b>	<b>**£20 see notes below. Price may vary on availability</b>		
		<b>Total</b>		
<b>**If you do not want to do a final clean yourselves please book &amp; pay for this service</b>				
The £75 Deposit Will Only Be Refunded If The Hall Is Left Completely Clean, Tidy, Equipment Stored Correctly And There Is No Damage. Hall Maybe Inspected By Hall Mangement Trustees But May Use Reports / Photographs / Complaint By Next User For Parties / Late Events The Hall Must Be Cleaned By 8.30am At The Latest Next Day. <b>Please Advise Booking Secretary If Required</b> <b>!!!!PLEASE NOTE** If Left In An Unacceptable Condition The £75 Deposit Will Not Be Refunded !!!! See New 2023 Cleaning Instructions</b> <b>**Final Cleaning includes Wet Mop The Floors And General Surface Clean Only. Check price with booking secretary and if service available.</b> <b>It Is The Responsibility Of The Hirer (**Signature) To Make Sure The Hall Is Left Clean And Tidy In All Areas To Guidelines After Use.*</b> <b>If You Cancel 14 Days Before Your Event You May Not Have Your Deposit Refunded</b> <b>*Please Read The Offenham Village Hall Check Sheet, Terms and Conditions, Booking Instructions Available At <a href="http://www.offenhamvillagehall.org.uk">www.offenhamvillagehall.org.uk</a></b>				
Hirers Name		Signed	***	Date
If Signing On Behalf Of An Organisation Please Make Sure Your Organisation Is Aware Of The Booking Conditions Etc				
I Agree To The Conditions Of Hire Please Tick Box				
Returned Forms & Booking Enquires And To View The Hall To Kelly Parkinson, Avoncroft, Gibbs Lane, Offenham, Evesham. WR11 8RR Or Email To <a href="mailto:bookings@offenhamvillagehall.org.uk">bookings@offenhamvillagehall.org.uk</a> Booking Mobile Number 07519033287				
<b>Cleaning is top priority. Remember Someone Else Is Hiring Our Hall After You.</b>				