Completion is taken as the acceptance of the Hirer to the Hire Agreement and the Hire Charges. Please complete a separate form for each event unless you are making a regular booking (more than 4 times pa). **Please read the Hire Agreement and the Hire Charges carefully prior to completing the booking form.**

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| **APPLICANT DETAILS** |
| Name of Individual / Organisation |  |
| Contact Name(s) |  |
| Contact Address (incl. Postcode)*We will use this address to return the deposit* |  | Contact Telephone: |
| Contact E-Mail |  |
| Date(s) required | From: 19/05/2023  | To: 19/05/2023 |
| Times / Sessions required*Include setting up and clearing up time* |   |
| Estimated number of people attending *to meet our licence and insurance conditions* |  |
| Purpose of Booking*if other please state* | Choose an item. | Please state:  |
| Planning to sell alcohol?*All bookings which include sale of alcohol will incur an additional £25 charge to cover licensing costs* | Yes: [x]   | No: [x]  |
| Internet Access Required?*See Hire Charges document for rates* | Yes: [x]  No: [x]  |
| Specific set up / item requirements? |  |
| Post event cleaning required? (O*ptional – at additional charge*) | Yes: [x]   | No: [x]  |
| **I have read, and agreed to abide by the Hire Agreement as set out by KVHT** |
| Signed  |  |
| On behalf of (if applicable) |  | DateClick here to enter a date. |

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| **FOR ADMINISTRATIVE USE ONLY** |
| Hire fee  |  | Security Deposit  |  |
| Date payment received | Click here to enter a date. | Committee member confirming booking | Choose an item. |
| Signed on behalf of KVHT |  | Date | Click here to enter a date. |
| Deposit amount to return |  | Date returned | Click here to enter a date. |

Please return completed forms to the Booking Secretary via email:

kvhtbooking@outlook.com

Bookings will be confirmed by email / telephone. Please keep a copy of this form for your records.

Cheques should be made payable to “**Kempley Village Hall Trust”**