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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | No: | |
| Internet Access Required?  *See Hire Charges document for rates* | Yes:  No: | | |
| Specific set up / item requirements? |  | | |
| Post event cleaning required?  (O*ptional – at additional charge*) | Yes: | No: | |
| **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. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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](mailto: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”**