

# STEDHAM MEMORIAL HALL TRUST

## BOOKING FORM. (Registered Charity 305427)



I hereby apply to hire Stedham Memorial Hall for the purpose of:

\_\_\_\_\_

On (date): \_\_\_\_\_ From (earliest entry time): \_\_\_\_\_ To (latest exit time): \_\_\_\_\_

I agree to pay the hire fee of £ \_\_\_\_\_ which is due at the same time as submission of this form.

I agree to pay a key deposit of £50, which will be returned provided the premises are left clean and tidy, there has been no damage to the building or contents and the keys are returned.

Payments may be made by CHEQUE or bank transfer (BACS). Please indicate below:

Hire Fee: CHEQUE/BACS Deposit: CHEQUE/BACS (One payment up front please if all by BACS.)

Cheques should be made out to **Stedham Memorial Hall Trust**. Bank transfers are payable to:

**Name: Stedham Memorial Hall. Account No: 50283448. Sort Code: 60-14-22.**

Please include your account details below for return of your deposit if it is paid by BACS:

Name: \_\_\_\_\_ . Account No: \_\_\_\_\_ Sort Code: \_\_\_\_\_

I undertake to pay all costs of making good any damage done during the hiring, howsoever caused. I further undertake not to sublet the premises.

Is Alcohol to be sold?: Yes / No. If "Yes" I agree to obtain the required licence (Booking secretary has the form).

Is a Public Entertainment schedule required?: Yes / No (Booking secretary has the form).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ . Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a mobile number for the Hirer on the day the Hall is to be used: \_\_\_\_\_

If on behalf of a Society, organisation or company, state name here:

\_\_\_\_\_

I have read and agree to abide by the SMHT BOOKING CONDITIONS OF HIRE, H&S CONDITIONS OF HIRE, FIRE PROCEDURE-ESCAPE PLAN and SAFEGUARDING POLICY, (and any other exceptional conditions [e.g. COVID-19]). Details of all these downloadable documents are at:

<http://stedhamvillagehall.com>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Must be signed by a householder or parent)

Please return form with any cheques to:-

**Helen Ashley, 10 The Street,  
Stedham, GU29 0NQ.**

**E-mail: [bookings@stedhamvillagehall.com](mailto:bookings@stedhamvillagehall.com)**

**Telephone: 07870 165449**