

STEDHAM MEMORIAL HALL TRUST

BOOKING FORM



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

On (date): _____ from (earliest entry time): _____ To (latest exit time): _____

PLEASE NOTE: The above hours are to include the TOTAL time needed for setting up and clearing away.

I agree to pay a key deposit of £50.00, 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.

I agree to pay the Hire fee of £ _____ plus the Deposit Fee of £ 50.00 giving a Total Payment of £ _____ which is due at the same time as submission of this Form.

Please make payments by Bank Transfer (BACS) to the following Account: -

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

Please include your account details below which allow us to return your deposit: -

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.

If Alcohol is to be sold I (the Hirer) agree to obtain the required license. Entertainment Schedule available on request.

HIRERS DETAILS: -

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 GENERAL CONDITIONS OF HIRE, CONDITIONS OF HIRE HEALTH AND SAFETY DOCUMENT, HEALTH AND SAFETY POLICY, FIRE PROCEDURE DOCUMENT, SAFEGUARDING POLICY, and ALCOHOL POLICY. Details of all these downloadable documents are found at: <http://stedhamvillagehall.com>

Signed: _____ Date: _____

(Must be signed by a householder or parent)

Please return this form to: -

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

E-mail: bookings@stedhamvillagehall.com

Telephone: 07870 165449