



Stawell & Sutton Mallet Village Hall
 Stawell Road, Stawell TA7 9AD
 Registered Charity No 304635

Booking Application & Contract of Hire

Please complete this form in ink, using block capitals, and return them with the appropriate fee, to:
 The Booking Secretary, Eve Mason, Post Cottage, Stawell Road, Stawell TA7 9AD or complete
 online

DATE OF APPLICATION

DATE(S) OF HIRE

PERSON RESPONSIBLE FOR BOOKING
 (The 'Hirer')

NAME OF ORGANISATION (if appropriate)

ADDRESS OF HIRER

TELEPHONE NUMBER(S)

TYPE OF FUNCTION

ESTIMATED NUMBER ATTENDING & AGE RANGE

THE FUNCTION STARTS AT

ENDS AT

Please note that other bookings may prevent early access, but we will endeavour to ensure you have access whenever possible.

BOUNCY CASTLE YES / NO
 (IF 'YES' PRIVATE LIABILITY INSURANCE WILL BE REQUIRED)

PROJECTOR REQUIRED? YES / NO
 (IF 'YES' £10 FEE)

PA SYSTEM REQUIRED? YES / NO
 (IF 'YES' £5.00 FEE)

DO YOU REQUIRE THE VILLAGE HALL BAR YES / NO

DO YOU INTEND TO SELL OR SUPPLY ALCOHOL YES / NO
 (IF 'YES' PLEASE COMPLETE THE BAR HIRE AGREEMENT FORM)

DO YOU REQUIRE GLASS HIRE YES / NO
 (IF 'YES' £10 FEE)

DOES THE EVENT INCLUDE GAMING YES / NO

TEA TOWELS YES / NO
 (IF 'YES' £5 USAGE & LAUNDRY FEE)

TABLE CLOTHS YES / NO
 (IF 'YES' £15 USAGE & LAUNDRY FEE)

PAYMENT IN FULL OR 50% DEPOSIT REQUIRED AT TIME OF BOOKING. ANY BALANCE TO BE PAID AT LEAST ONE CALENDAR MONTH BEFORE THE DATE OF THE EVENT.

THE DEPOSIT SHALL BE A RETURNABLE CHEQUE, THIS WILL BE RETURNED IN THE EVENT OF CANCELLATION BY THE HIRER AT LEAST ONE CALENDAR MONTH BEFORE THE BOOKED DATE. THEREAFTER THE DEPOSIT WILL BE FORFIETED.

AT THE DISCRETION OF THE BOOKINGS MANAGER A MALICIOUS/ACCIDENTAL DAMAGE RETURNABLE DEPOSIT CHEQUE OF £100 MAY BE REQUIRED. IN THE EVENT OF SUCH DAMAGE TO THE HALL, OTHER PROPERTY OR EQUIPMENT THIS MAY BE FORFEITED.

BY ENTERING INTO THIS BOOKING YOU AGREE TO THE CONDITIONS SET OUT IN RELATION TO THE USE OF THE VILLAGE HALL AND TO THE ABOVE CONDITIONS OF DEPOSIT AND PAYMENT.

SIGNATURE OF HIRER

Hire Charge	£
Deposit	£
Outstanding	£
Security Deposit	£

ACCEPTANCE OF BOOKING (BOOKINGS/EVENTS MANAGER)

