

Witcham Village Hall Hire Agreement

Date of Hire	Time of Hire	
	From:	То:

## 1. Name and address of Hirer:

2.	Contact Number: Home:	Mobile:
	Email:	
3.	Event	Number attending
4.	Purpose of hire:	

General public use	Yes	No
Name of organisation or charity (if applicable)		

## 2. Facilities required:

	Yes/No	Further information
		Number of tables required
Main hall		Number of chairs required
Small Meeting room		Number of tables required Number of chairs required
Use of Kitchen and equipment		
Use of dishwasher		
Will you like WVH to provide a bar?		Please see separate hire agreement
Will you be serving alcohol?		

- 3. I agree to be responsible for the proper use of the hall and the conduct of those attending and to leave the hall in a clean and tidy condition, with all rubbish removed.
- 4. I confirm that I have read and agree to the Terms and Conditions for the hire of the hall.
- 5. Should the hall be left in an unclean and/or untidy state which means additional cleaning is needed then a fee of £30 will be charged as and when required.

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

Date:

Witcham Village Hall uses personal data for the purposes of managing hall bookings, finances, events and publicity. Please tick below to indicate that you have read the GDPR policy statement in the Terms and Conditions and that you agree to us holding your data for booking purposes.

## Please note that without your agreement we are unable to process your booking

## **Payment Methods**

BACS Payments details: Account: **Witcham Village Hall** Sort Code: **30-98-97** Account no **73853768** 

Please return the completed form by email to <a href="mailto:enquirywvh@gmail.com">enquirywvh@gmail.com</a>