**EASTON VILLAGE HALL MANAGEMENT COMMITTEE**

 **REGISTERED CHARITY NUMBER 296189**

 **EASTON VILLAGE HALL, EBBOR LANE, EASTON, WELLS BA5 1EP**

[**www.eastonvillage**](http://www.eastonvillage)**hall.com**

 **SINGLE HIRE BOOKING FORM & HIRE AGREEMENT**

NAME OF HIRER: ……………………………………………………………………………………………………………………

ADDRESS: ……………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………

TEL.No: …………………… Email:……………………………

DATE OF HIRE: ………………………………...

NATURE OF HIRE: ……………………………………………………………………………………………………………………………

PLEASE INDICATE REQUIREMENT:

MAIN HALL [ ] [INCLUDES FULL USE OF KITCHEN & CATERING EQUIPMENT]

SIDE/MEETING ROOM [ ] [N.B: ADDITIONAL HIRE CHARGE APPLIES WHEN HIRED IN CONJUNCTION WITH HALL]

DURATION – [PLEASE INCLUDE THE AMOUNT OF TIME REQUIRED FOR SETTING UP AND CLEARING AWAY]

FROM: TO: TOTAL HOURS REQUIRED: [ ]

An invoice will be issued for the hire of the hall. Please remit the hire fee in advance, by bank transfer to **Easton Village Hall Management Committee Account at HSBC - Sort Code 40-46-06**

**Account number 11114743**

All bookings are provisional until full payment for the period of hire has been received.

**Standard Conditions of Hire can be found on Easton Village Hall website** [**www.eastonvillagehall.com**](http://www.eastonvillagehall.com)**. Electronic and hard copy versions are available on request.**

**A checklist of operating procedures and emergency contact details will be found on the Noticeboard in the Village Hall.**

**I HAVE READ AND AGREE TO ABIDE BY THE STANDARD CONDITIONS OF HIRE AND CONFIRM THAT I WILL COMPLY WITH LEGISLATION REGARDING HEALTH & SAFETY AND SAFEGUARDING:**

SIGNATURE: ……………………………………................ DATE: ……………………...........................

PLEASE RETURN COMPLETED FORM: To The Booking Secretary

Martin Zouch

8, High Green

Easton

BA5 1EG

Tel: 01749 870763

Email: eastonvillagehall@gmail.com