**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**

**REGULAR USERS BOOKING FORM & HIRE AGREEMENT**

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

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

…………………………………………………………………………………………………………………………………………..

TEL.No: …………………… Email: ………………………………….………………………

NAME OF GROUP OR ACTIVITY:

……………………………………………………………………………………………...

START DATE: ……………………… END DATE: ………………………

DURATION OF EACH HIRE PERIOD – [PLEASE INCLUDE TIME REQUIRED FOR SETTING UP AND CLEARING AWAY]

FROM: TO: HOURS REQUIRED FOR EACH PERIOD:

MEETING ROOM [*ADDITIONAL CHARGE APPLIES*] Please Tick If Required [ ] If Not Required [ ]

An invoice will be issued at the end of each month and is payable on receipt of invoice. Payments should be made by bank transfer to Easton Village Hall Management Committee account at HSBC: Sort code 40-46-06, account number 11114743.

**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