POTTER HEIGHAM VILLAGE HALL, MANAGEMENT COMMITTEE

Charity No. 304041

Hall Hire Agreement: Potter Heigham Village Hall, School Rd, NR29 5LW

**(For multiple use rentals)**

NAME OF HIRER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANISATION (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF HIRER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NUMBER OF WEEKS BEING BOOKED: \_\_\_\_\_\_\_\_ and/or Frequency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAY OF WEEK:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROXIMATE NUMBER OF ATTENDEES: Adults \_\_\_\_\_\_\_\_\_ Children \_\_\_\_\_\_\_

PLEASE CHECK IF YOU WILL BE USING:

Kitchen and equipment \_\_\_\_\_\_ Electric Piano \_\_\_\_\_\_\_ Playing Field \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I agree to abide by the CONDITIONS OF HIRE, which I have read and understood**

**If children are attending, see item number 24, of Conditions of Hire for required CHILD PROTECTION POLICY**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return this form to the Bookings Clerk and retain a copy of Conditions of Hire (attached) for your records.

Bookings Clerk: Mrs. Louise Parker, 1 Green Lane Potter Heigham, NR29 5LP

Please submit booking inquiries to: [Potterheighambookingclerk@gmail.com](mailto:Potterheighambookingclerk@gmail.com)

Tel: 01692 670297

RATES OF HIRE AS OF JULY 2021 ARE ATTACHED

A  fully refundable deposit of £25 to £50 may be required at the discretion of the Bookings Clerk and must be paid 14 days in advance of the event.  This will be refunded net of the rental cost to cover any damage to property and equipment.

Deposit Required £25 £50 N/A (circle one) Received: Date \_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Initial Bookings Clerk*