POTTER HEIGHAM VILLAGE HALL, MANAGEMENT COMMITTEE

Charity No. 304041

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

**(For single use rentals)**

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

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

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

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

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

DESCRIPTION OF EVENT:

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

WILL ALCOHOL BE SOLD/SERVED: NO \_\_\_ YES \_\_\_\_ (See note 16 Conditions of Hire) OR, will you be employing the services of a licenced caterer/bar service?

PLEASE CHECK IF YOU WILL BE USING:

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

WILL DECORATIONS BE MOUNTED? NO \_\_ YES \_\_ (See note 17 Conditions of Hire)

**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*