

GARBOLDISHAM VILLAGE HALL MANAGEMENT COMMITTEE  
REGISTERED CHARITY NUMBER 303955/1



**Village Hall booking form and hire agreement**

**Date:** \_\_\_\_\_

**Invoice/agreement no.** \_\_\_\_\_

**Agreement:**

This agreement is made between Garboldisham Village Hall Management Committee (GVHMC) and the hirer named below. On payment in full of the hire charge GVHMC agrees to allow the hirer to use the rooms and facilities detailed below, subject to the Standard and Special Conditions of Hire as displayed on the Village Hall web site [www.garboldishamvillagehall.co.uk](http://www.garboldishamvillagehall.co.uk)

**Hirer:**

**Name:** \_\_\_\_\_

**Name of Organisation:** (if applicable) \_\_\_\_\_

**Email address:** \_\_\_\_\_  
(all communication will be by email if possible)

**Postal address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Name of responsible person who will be present at event:** \_\_\_\_\_  
(Person entering into agreement must be 18 years of age or over)

**Requirement:**

**Purpose of hire:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Time (hours):** from \_\_\_\_\_ to \_\_\_\_\_

**Room(s):** \_\_\_\_\_

Whole building; Main Hall/ Club Room/ Computer Room/ Games Room/ Kitchen/ Changing Rooms/ Car Park & Toilets (All other rooms are ancillary to the main hall and club room, their use is by arrangement with GVHMC and an additional charge may be payable. The kitchen is included within all hires for making tea and coffee only, if greater use is required an additional charge may be payable)

**Bar required:** \_\_\_\_\_ (please indicate if you require a GVHMC bar at an extra charge of £50.00)

**Name and address of Licensee:** \_\_\_\_\_  
 (required if using own bar)

**Additional Information:**

**Will your event require music and/or the use of a Band or Group?** \_\_\_\_\_

Please note that all heavy equipment should be brought into the village hall on rubber wheels, trolleys or carried, and not dragged across floors or stage surfaces. (See Standard Conditions of Hire 3.2). Failure to supervise these activities could result in loss of deposit, and other potential charges for damage caused. It is the Hirer's responsibility to point out these requirements to bands or other entertainers that he/she brings into the village hall.

**Name & Address of Band:** \_\_\_\_\_

**For private events ie weddings, parties etc.** You need to hire staff for the washing up and clearing away of all cutlery, crockery and village hall equipment used otherwise you will forfeit your deposit.

**Fees:**

	<b><u>Non local User</u></b>		<b><u>Local User or Regular Bookings</u></b>	
	Main Hall	Club Room	Main Hall	Club Room
Normal Rate £/ph	£12.00	£8.00	£9.50	£6.50
Peak Rate £/ph	£15.00	£10.00	£12.00	£8.00

Local club meetings – Regular club meetings held in the the club room will be charged at £16 per meeting for a maximum of 3 hours when booked as a regular booking with a completed booking form.

**No. hours:** \_\_\_\_\_ **£ per hour:** \_\_\_\_\_ **Sub-total:** \_\_\_\_\_

**No. hours:** \_\_\_\_\_ **£ per hour:** \_\_\_\_\_ **Sub-total:** \_\_\_\_\_

**Total:** \_\_\_\_\_

**Plus:** The Village Hall is licensed and staff are able to run a bar on request at an extra charge of £50.00

**Extras:** \_\_\_\_\_

**Plus:** Any additional payments due for use of other facilities  
 (Please discuss with booking team)

\_\_\_\_\_

**Grand Total:** \_\_\_\_\_

A booking deposit of £75 is payable within 10 days of the date above; this is separate from the hire fee. This deposit serves to confirm your booking and will normally be refunded if there has been no damage, loss or contravention of the hire conditions which has resulted in a cost to GVHMC.

The full hire fee is payable one month before hire is due to commence, failure to pay by this date will result in cancellation of your booking and forfeiture of your £75 booking deposit.

**Signatures:**

As hirer I have read and agree to the Standard and Special Conditions of hire and agree to abide by them. I agree that these shall form part of the hiring agreement. I further agree that none of the provisions of this agreement are intended to or will operate to confer any benefit on a person who is not named as a party to this agreement.

**Signed by** \_\_\_\_\_ one of the present Trustees of Garboldisham Village Hall Management Committee and their duly authorised representative.

Signature ..... Date .....

**Signed by** \_\_\_\_\_ The hirer or their authorised representative

Signature ..... Date .....

Please sign and return this form with your deposit, we will email you a receipt and confirm your booking unless you specify otherwise. Please ensure full payment of the agreed fee reaches us at least one month before hire is due to commence.

Cheques should be made payable to **Garboldisham Village Hall** and sent to: The Booking Team, Garboldisham Village Hall, Church Road, Garboldisham, Diss, Norfolk. IP22 2SE

If you have any queries please email us at [bookings@garboldishamvillagehall.co.uk](mailto:bookings@garboldishamvillagehall.co.uk) or Telephone The Booking Clerk on 07810 312628

Further information on our facilities is available on our website [www.garboldishamvillagehall.co.uk](http://www.garboldishamvillagehall.co.uk)