

Astbury Village Hall

BOOKING FORM

PERSON making the booking
NAME

ADDRESS

.....

POSTCODE MOBILE Tel No:

HOME Tel No:

WHAT IS YOUR EVENT:

DATE REQUIRED

TIME REQUIRED FROM: TO:

Special Requirements - please indicate:

.....

Bar required: YES NO (please circle which applies)

Number of people attending:

If having a bar please say what time you need the bar open:

On my behalf or on behalf of my Organization I confirm that I am over 18 years of age and that I have read and I accept the Conditions of Booking printed overleaf.

Signature

Date

TOTAL COST OF BOOKING: £

PAYMENT BY: CHQ CASH BACS (please circle which applies)

DEPOSIT REQUIRED ON THE DAY £100 CASH

This will be returned at the end of your booking providing the hall is returned as agreed in this contract. If not your deposit will be withheld to cover any extra costs that the hall may incur.

Payments payable by cheque to: Astbury Village Hall or

Bacs transfer: Astbury Village Hall, Natwest, A/c No: 01021141 Sort Code: 60-06-10

PLEASE USE YOUR BOOKING NAME AS A REFERENCE ON THE BACS TRANSFER

Provisional Bookings can be booked via email astburyvillagehall@yahoo.co.uk

The completed Form and your cheque/transfer should be sent within seven days from the day you book. Once received your booking will be secured.

No refunds are offered but should you cancel your booking up to one month before we will offer you another date for your booking with no charge.

Post all booking forms/payment to: S. Brightwell, Astbury Village Hall, Astbury, Congleton, CW12 4RQ.

TERMS AND CONDITIONS

1. The Person whose signature appears overleaf must be over 18 years of age and accepts these Conditions.
2. A provisional Booking may be made to the Steward by email or telephone. A copy of the Booking Form will be supplied and the provisional booking will be reserved for seven days.
3. Only Bookings made using this Form, duly completed, are accepted. The full cost of the Booking must be enclosed with the Form. Cheques payable to Astbury Village Hall.
Bookings are confirmed via email.
4. Bookings are accepted on a 'first come, first served' basis.
5. The Hall must be left clean and tidy by the time your Booking ends.
6. The Steward will unlock the Hall 15 minutes before the time booked by the person making the booking. It is the hirer's responsibility to ensure that enough time is allowed for setting up, and clearing away.
7. It is the hirer's responsibility to ensure that the Hall is clear and ready to be locked by the Steward at the end of the booking. The Trustees reserve the right to retain all or part of the deposit (see 10 below) if :
 - the event runs over its booked time
 - breakage
 - is not returned clean and tidy as you received it and ready for the next user
8. It is the hirer's responsibility to set out tables and chairs if required and to pack them away at the end of the booking. All bookings must end by 12 midnight (without bar), or 1.00 am (with bar).
9. Use of the kitchen is included in the fee.
10. A cautionary cash deposit of £100 is required with certain bookings (details from the Steward). This will be returned by the Village Hall Committee to you at the end of your booking providing the committee are satisfied with completion of the event.
11. Owing to the escalating costs for commercial rubbish removal, the hirer is required to remove their own rubbish at the end of the event. If it is left behind at the venue a £5 charge will be made and taken off the deposit.
12. The Hall has a DPS who provides a licensed bar if required.
ONLY ALCOHOL PURCHASED ON THE PREMISES MAY BE CONSUMED ON THE PREMISES.
13. **NO SMOKING IS ALLOWED IN THE HALL.** It is the hirer's responsibility to ensure that there is no smoking.
14. All bookings are accepted at the discretion of the Trustees.
15. It is the hirer's responsibility to do their own risk assessment.