Rodmersham VILLAGE HALL

Charity Number 276032

Hire Booking Form

(Please read the Standard Conditions of Hire before completing and submitting this form)

Hirer name*:	
Organisation (if applicable)	
Address:	
Email:	
Contact Tel. no(s)	

** Please see terms and conditions of hire for eligibility requirements of Hirer*

Purpose of hire:	Public	Private
Rooms required:	MAIN HALL includes Kitchen/Committee room, Hobday room and Car Park	KITCHEN/COMMITTEE ROOM AND HOBDAY ROOM includes use of the Car Park but excludes access to the main hall
Hire of the Car Park only is possible by arrangement and subject to hall bookings		
Description of hire:	*Please indicate if you would like to use a bouncy castle and review the standard conditions of hire*	
Will alcohol be served?	Yes/No	
The hall does not have a licence to sell alcohol. In order to hold a licensable activity on the premises a Temporary Event Notice (TEN) will need to be given to the licensing authority by the Hirer. The Hirer shall obtain the written consent of the village hall management committee before giving the licensing authority a TEN. *Please see the Standard Conditions of Hire for other licensing requirements and restrictions.*		
Frequency required:	Single / Weekly / Monthly / Other	
Day(s) and Date(s):		
Times required:	From:	To:
Please see https://www.rodmershamvillagehall.co.uk/ for hourly charges Monday to Friday require a minimum of 1 hour hire and Saturday and Sunday 3 hours minimum hire		

Total Fee	**Deposit**(required on booking)	**Balance to pay** (two weeks before)
£	£50 (or full hire fee if less)	£

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Additional Booking Conditions

The Rodmersham Village Hall Management Committee has the right to set additional obligations for some types of hire. Hire of the facilities will not be permitted without agreement to these terms.

Additional conditions:	
	(e.g. refundable security deposit of £[x] or [x number] of additional responsible adults present)

The Hirer agrees to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with the Standard Conditions of Hire which form part of the hire agreement along with this booking form.

The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers, this being 100 people.

None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this agreement.

I have read, understood and agree to the terms of hire contained in this Booking Form and the Standard Conditions of Hire which both form part of the hire agreement.	
Signature of Hirer	
Date	

Booking confirmed by	
Date	

Rodmersham Village Hall
Green Lane
Rodmersham
Sittingbourne, ME9 0PS
Contact: villagehallrodmersham@gmail.com

Rodmersham Village Hall is a charitable trust. Registered Charity number: 276032

All personal data collected, handled and stored including booking information, venue CCTV images and any data shared through use of our WiFi service will be in accordance with our Data Protection Policy and the General Data Protection Regulation (GDPR) provisions.

All documents and policies are available on the hall website https://www.rodmershamvillagehall.co.uk/ or can be requested by emailing villagehallrodmersham@gmail.com