

BEEDING & BRAMBER VILLAGE HALL

Registered Charity No. 305435

HIRE AGREEMENT

EVENT DEPOSIT £50.00 / £100.00 / £150.00

(See overleaf for our cancellation policy)

Person in charge of the event for which the booking is made:

Name

Address (incl post code).....

..... Tel.

Reason for requiring use of the Hall.....

Do you intend to have a bar or to serve alcohol? **YES/NO.** Will the bar/alcohol be **FREE/FOR SALE.** If alcohol is for sale you will need a Temporary Event Notice (TEN) see Conditions of Hire. If you are using a Licensee please give details:-

Name, Address, Telephone No.

.....

Do you intend to have music? If so, Live or Disco

Name, Address, Telephone Number of Group/Band or outside Disco

.....

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Do you intend to use an outside Caterer? **YES/NO.** If YES please give details:

Name, Address, Telephone No.

.....

DATE OF USE **TIME OF USE (from/to)**

I have read and agree to comply with the Conditions of Hire as stated. I guarantee to obtain a Temporary Event Notice if applicable and will give a copy to the Booking Secretary before the Event.

Signature **Date**

(To be signed by the person in charge of the event)

Please note this information needs to be verified by our Management Committee to ensure that the Hall's Licence is not contravened. NO EVENT MAY CONTINUE PAST 12 MIDNIGHT. SHOULD THIS OCCUR THE DEPOSIT WILL BE FORFEITED.

Cancellation Policy

Three months prior to booking - full refund.

One month prior to booking - 50% refund

Less than one month - no refund