

Hartlebury Parish Hall Management Committee

Hartlebury Parish Hall Interactive Hire Form

To be completed by the Hirer To be completed by the Hirer To be completed by the Bookings Secretary Required Fields

Hirer's Details

<input type="checkbox"/>	Name	<input style="width: 65%;" type="text"/>
<input type="checkbox"/>	Address (including Postcode) (Multi-line entry)	<input style="width: 95%; height: 40px;" type="text"/>
<input type="checkbox"/>	Telephone No.	<input style="width: 95%;" type="text"/>
	Email	<input style="width: 95%;" type="text"/>

N.B. - Under no circumstances may candles or naked flames be used within the Hall premises

<input type="checkbox"/>	Date(s)	<input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
<input type="checkbox"/>	Time	From: <input style="width: 20%;" type="text"/> To: <input style="width: 20%;" type="text"/>
<input type="checkbox"/>	Room(s) for Hire	MAIN HALL (inc. KITCHEN) <input type="checkbox"/> COMMITTEE ROOM <input type="checkbox"/> LOUNGE <input type="checkbox"/> BAR <input type="checkbox"/>
	Type of Event	PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/>
	Event Description / Notes (Multi-line Entry)	<input style="width: 95%; height: 40px;" type="text"/>
	Number of Guests	<input style="width: 20%;" type="text"/> (Hall capacity guideline - 100)
<input type="checkbox"/>	Will music be provided?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/>	Will alcohol be served or sold?	YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If YES, please complete a 'Sale of Alcohol Form'.</i>

Payment Methods: **Online** Sort Code: 40-43-18 **Cheque** Payable to: Hartlebury Parish Hall
BACS Account No: 30414727 **Cash**

N.B. - Take all rubbish away with you OR your deposit is at risk - do NOT leave by recycle bins

To be completed by the Bookings Secretary	Booking Reference: <input style="width: 60%;" type="text"/>
Hire Fee £	Total <input style="width: 40%;" type="text"/>
Deposit (25% non-refundable) £	<input style="width: 40%;" type="text"/>
Damage Deposit (Refundable)	£50.00 - online, cheque, or cash
Date Balance Due	<input style="width: 40%;" type="text"/>

Agreement Please return the completed Booking Form to: fao. Bookings Secretary, Parish Hall, Waresley Court Road, Hartlebury, Worcestershire DY11 7TQ; or save the form and email to bookings@hartleburyparishhall.co.uk

To be completed by the Hirer

<input type="checkbox"/>	The Hirer agrees to the terms and conditions contained in the 'Hartlebury Parish Hall Standard Conditions of Hire' Please tick the box to show you have read the conditions <input type="checkbox"/>
<input type="checkbox"/>	Signed <i>For and on behalf of the Hirer</i> <input style="width: 60%;" type="text"/>
<input type="checkbox"/>	Print <input style="width: 30%;" type="text"/> Date <input style="width: 20%;" type="text"/>

To be completed by the Bookings Secretary

The **Bookings Secretary** accepts the booking as specified above and confirms receipt of all applicable forms

	Signed <i>For and on behalf of the Committee</i> <input style="width: 60%;" type="text"/>
	Print <input style="width: 30%;" type="text"/> Date <input style="width: 20%;" type="text"/>

There should be no problem accessing the hall but in case of emergency print and bring this booking form with you.
 Contact the following numbers in order: 1. Mike 07969 263112 2. Gill 07775 957792 3. Lois 07450 323958 4. Cath 01299 250808/07849 610217 5. Ray 07802 374978
 (One copy to be retained by the Hirer and one by the Parish Hall Committee) Interactive V11.01 - 30/10/2023