

# Hartlebury Parish Hall Management Committee

## Hartlebury Parish Hall Standard 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 type="checkbox"/>	Address (including Postcode) (Multi-line entry)	
<input type="checkbox"/>	Telephone No.	
	Email	

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

<input type="checkbox"/>	Date(s)	
<input type="checkbox"/>	Time	From: _____ To: _____
<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)	
	Number of Guests	(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**

<b>To be completed by the Bookings Secretary</b>	Booking Reference:
Hire Fee £	Total
Deposit (25% non-refundable) £	
Damage Deposit (Refundable)	<b>£50.00 - online, cheque, or cash</b>
Date Balance Due	

**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](mailto: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 type="checkbox"/>	Print _____ Date _____

### 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>
	Print _____ Date _____

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) Standard V11.01 - 30/10/2023