

**HORAM VILLAGE HALL - HIRE AGREEMENT.**

I, ..... (Name)

Of .....  
(address)

.....  
..... Postcode .....

On behalf of .....  
(name of organisation, if applicable)

Tel no .....

I, hereby confirm the Hire details set out below and accept the Conditions of Hire.

Signature.....

**HIRE DETAILS.**

Date.....

Time from .....Until .....

Purpose .....

Hire charges .....

**Optional Extras** – see terms and conditions for details

Please tick

Indicate number required

Full banqueting package £500	<input type="checkbox"/>	Banqueting chairs £2.50 each	<input type="checkbox"/>
White crockery & cutlery, 104 place settings £10	<input type="checkbox"/>	1 x Table, table cloth & 8 chairs £30	<input type="checkbox"/>
Use of overflow car park	<input type="checkbox"/>		<input type="checkbox"/>

Booking deposits required: £21.50 half day; £27.00 evening; £32.50 all day plus £100 damage deposit (£250 damage deposit if any alcohol on premises).

Payments can be made by cheque, cash or BACS. Cheques should be made payable to Horam Village Hall.

Please retain this form for your reference. Once the balance is paid the booking secretary will give you details of key collection. MAKE A NOTE OF KEY CODE HERE \_\_\_\_ (it is your responsibility to have this on your arrival at the hall)

**Please be advised - damage deposit payments made by cheque are banked on receipt; for cheque, cash and BACS payments a cheque will be returned to you within 14 days of your hire. Should any damage be caused to the hall, costs for repair or replacement will be deducted from the deposit.**

#### Horam Village Hall Privacy Statement

Horam Village Hall uses personal data solely for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we used your personal data or want to see a copy of information about you that we hold, please contact the hall secretary.

Booking Secretary: Mrs Angela Wood

01435 813295

**HORAM VILLAGE HALL - HIRE AGREEMENT.**

I, .....(Name)

Of .....  
(address)

..... Postcode .....

If hire is for a public event would you like Horam Village hall to advertise it on our twitter, facebook and webpage [www.horamvillagehall.co.uk](http://www.horamvillagehall.co.uk) YES/NO

Please provide your email address if you would like to receive our quarterly newsletter/special offers .....

On behalf of .....(name of organisation, if applicable)

Mobile No.....Landline:.....

I, hereby confirm the Hire details set out below and accept the Conditions of Hire.

Signature .....

**HIRE DETAILS.**

Date .....

Time from ..... Until .....

Purpose .....

Hire charges .....

<b>Optional Extras</b>	<b>Tick</b>	<b>Indicate number required</b>	<b>Tick</b>
Full banqueting package £500		Banqueting chairs £2.50 each	
White crockery & cutlery, 104 place settings £10		1 x Table, table cloth & 8 chairs £30	
Use of overflow car park			

<b>Booking deposits enclosed:</b>	<b>Tick</b>	<b>Damage deposit enclosed</b>	<b>Tick</b>
£21.50 (half day)		£100 damage	
£27.00 (evening)		£250 damage (if any alcohol on premises)	
£32.50 (all day)			

Keys will not be released without payment of the balance, in full. Please make cheques payable to Horam Village Hall. Please return this form and your booking & damage deposits to:  
Mrs Angela Wood, Kinnoull, Chiddingly Road, Horam TN21 0JH 01435 813295 (Bookings)