



# Horam Village Hall Booking Form

A267/Eastbourne Road, Horam, Heathfield, East Sussex TN21 0JE

In order to hire Horam Village Hall or areas thereof the HIRER will be required to complete this booking form and return it to the booking secretary who will advise you of the total hire charge and the required deposit, **bookings are not guaranteed until this booking form and deposits have been received. Booking deposit is non-refundable**

**Please pay by BACS payment to CAFBank: Sort Code 40-52-40 Account no. 00036670**

Hire required*	From	Time	Day	Date	Month	Year	To	Time	Day	Date	Month	Year
Hirer Name	<input type="text"/>											
Organisation	<input type="text"/>											
Address	<input type="text"/>											
	<input type="text"/>											
Postcode	<input type="text"/>											
Mobile Number	<input type="text"/>					Telephone Number	<input type="text"/>					
E-mail Address:	<input type="text"/>											
Purpose of Hire /Description of event:	<input type="text"/>											

Optional Extras – please indicate

Full banqueting package £600	<input type="checkbox"/>	Banqueting chairs £2.50 each	<input type="text"/>	Stage Hire £25	<input type="checkbox"/>
White crockery & cutlery, 104 place settings £10	<input type="checkbox"/>	1 x Table, tablecloth & 8 chairs £30	<input type="text"/>		
This Event is:	Public <input type="checkbox"/>	Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Charitable <input type="checkbox"/>	

If you would like to publicise an event on the village hall website & social media please email details to horamvillagehall@gmail.com

**All 18<sup>th</sup> – 21<sup>st</sup> Parties can only be booked by a responsible adult who will be present for the duration of the hire**

The Hirer (or a designated representative) undertakes to be present during the hiring and to comply fully with the hall terms & conditions (full terms & conditions available on request). 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.

**Bouncy Castle Policy:** No Bouncy Castle or other inflatables are permitted inside Horam Village Hall or on the Recreation Ground'

**Signed by the person named as the "Hirer" (above),**

Sign: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Booking deposits required: 50% of total hire fee plus £100 damage deposit (£250 damage deposit if any alcohol on premises). Please provide your bank details for return of deposit according to Terms and Conditions of Hire

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of bank	Account Name	Sort Code	Account Number

## Horam Village Hall Management Committee Use Only

Duly authorised, on behalf of the Horam Village Hall Management Committee by Mrs Angela Wood

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hire Charge	Non-refundable deposit required	Balance Payable	Damage Deposit

**Please retain a copy of 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**

\*Timings are to include Preparation & Clearing Up Time

**Authorised Representative:** Mrs Angela Wood (Booking Secretary)  
**Registered Charity No: 305257** Telephone 01435 813295.

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