

Appendix 3

Waddingham Village Hall

The Green, Waddingham, Lincolnshire, DN21 4SX

Booking Form

Telephone 07549101105

Email [bookings@waddinghamvillagehall.org.uk](mailto:bookings@waddinghamvillagehall.org.uk)

Website [Waddinghamvillagehall.org.uk](http://Waddinghamvillagehall.org.uk)

Charity Number 507770

Hirer's name	
Organisation (where applicable)	
Address	
Email	
Contact telephone number	

Purpose of hire	Private <input type="checkbox"/>	Public <input type="checkbox"/>		
Brief description of hire				
Bar required	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Frequency of hire	Single <input type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Other <input type="checkbox"/>
Day and Date (where weekly or monthly give date of the first time. Where other please specify)				
Time(s) required	From:	To:		
Rooms required	Main hall <input type="checkbox"/>	Meeting Room <input type="checkbox"/>		
Damage and Cleaning Deposit £50	£			
Hire Fee	£	Balance to pay £		

The balance is payable no later than 7 days before the event plus a deposit of £50 which will be refunded upon leaving the premises as you found them. The deposit must be paid by cash or bank transfer.

Bank Details of Waddingham Village Hall

Sort Code 40-13-30

Account number 70839825

### Appendix 3

The Hall has a licence to sell alcohol and a Performing Rights Society Licence. We use Challenge 25 to ensure that no one under 18 can buy or consume alcohol. The bar will close at 11pm according to our drinks licence.

It is hereby agreed that the Conditions of Hire, together with any additional conditions that the Village Hall Management Committee deem necessary shall form part of the terms of this hiring agreement unless specifically excluded by agreement in writing between the village hall management committee and the Hirer.

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.

Signature of Hirer	
Date	

Booking Confirmed by (Name)	
Signature	
Date	

I confirm that I have read and understood the following documents relating to Waddingham Village Hall, including

The Hirer is responsible for ensuring that any third party such as a catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

If the Hirer is operating as a business they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.

Booking Agreement	Signed by the hirer
Information Sheet for all hirers	Signed by the hirer