



## Woodborough Village Hall Booking Agreement for Non Residents

Responsible Person (please print) \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Email \_\_\_\_\_

*The above details will be used solely to process your booking and will not be passed to any third parties.*

On behalf of \_\_\_\_\_ Reason for Hire \_\_\_\_\_

Hire date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_ Total Hours \_\_\_\_\_

Facilities Required (Please ONLY tick those you need)

Main Hall <input type="checkbox"/>	with options:-	Use of Stage <input type="checkbox"/>	Stage lights <input type="checkbox"/>
		Disco Lights <input type="checkbox"/>	Sound/PA <input type="checkbox"/>
Committee Room <input type="checkbox"/>			

**For Sound/Light options please arrange to meet our expert via the booking clerk - details below. This is mandatory if you wish to use any of this equipment. Unauthorised use may result in the forfeit of your bond.**

Standard Hire Rate	<input type="checkbox"/> £20.00/hr	+	<input type="checkbox"/> £50 Bond
Committee Room Only	<input type="checkbox"/> £11.00/hr	+	<input type="checkbox"/> £50 Bond

**Payment Options:-** 1) **BACS** for Hire charge plus **cheque** for Bond   
 or 2) **Separate cheques** for Hire and Bond   
*Cheques payable to Woodborough Parish Council*

**Hire charge amount** £\_\_\_\_\_ **Bond amount** £\_\_\_\_\_  
 BACS immediate/Cheques dated today's date

**Bond amount** £\_\_\_\_\_ **Bond amount** £\_\_\_\_\_  
 Cheques dated the date of hire

**Note:** Details for BACS payments:- Sort Code: 60-83-01. A/c Name: Woodborough Parish Council. A/c No.: 20296962  
 The cheque for the Bond will not be banked and will be returned to you within 28 days of the hire date if there is no damage and the hall is left clean and tidy.

This is an agreement between the "Responsible Person" and "Woodborough Parish Council" to hire the Village Hall as stated above subject to the Conditions of Hire attached.

"I agree to hire the Village Hall subject to the Conditions of Hire, which I have read".

Responsible Person \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

On behalf of Woodborough Parish Council \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
 C Leafe

When completed this form and your cheque(s) should be returned to the Booking Clerk  
**Mrs. C Leafe, 17 Holt Grove, Calverton, Nottingham NG14 6HW Telephone 0115 9126524**