



Woodborough Village Hall Booking Agreement for 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"/> |
| Committee Room <input type="checkbox"/> | | Disco Lights <input type="checkbox"/> | Sound/PA <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"/> | £12.00/hr | + | <input type="checkbox"/> | £50 Bond |
| Committee Room Only | <input type="checkbox"/> | £9.00/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 | 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