

APPLICATION FOR HIRE OF ROTHERFIELD VILLAGE HALL (“THE HALL”)

To: The Management Committee (“The Committee”)	
I/We hereby make application to hire The Hall on:	
Day	Date
From: am/pm	To: am/pm
For the purpose of:	

I/We acknowledge that the times reserved are inclusive of preparation before and clearance after the function or other activities. No Hirer of The Hall may work or start preparations before the time they have booked.

For Saturday evening bookings, one hour, free of charge between 9am till 10am, is permitted on Sunday mornings for clearing up The Hall. Hirers must vacate by 10.00am. If The Hall is booked on the Sunday morning, clearing up time will not be allowed. Please tick the box if required. This will be confirmed once form is received back.

I/We require the following facilities: (please tick those required)				
Main Hall & Kitchen	Parish Council Room (Meeting Room 1)	Lingen-Watson Room (Meeting Room 2)	Public Address System	Sunday morning Clean-up
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In order to sell alcohol in the Hall a Temporary Event Notice (TEN) must be given to the Licensing Authority (Wealden District Council). There is a limit on the number of TENs which can be granted annually for any premises, therefore **the Hirer shall obtain the written consent of the Management Committee** on the form provided for this purpose before giving the Licensing Authority a Temporary Event Notice. Failure to do so will result in cancellation of the hiring without compensation. Forms to request consent can be obtained from the Booking Secretary.

When there is Music and/or Dancing and when alcohol is on the premises, a **deposit of £200, which will be banked**, must be RECEIVED by the Booking Secretary at least 28 DAYS PRIOR TO THE EVENT. For other events a **deposit of £100 will be charged**. A further deposit of £50 will be charged if the PA system is used. Deposits will be refunded subject to there being no damage to The Hall or contents during the letting and no extra payment being due as below.

Payments made be made when booking. All hire Charges and Deposits will be invoiced in advance and payment is due at least 28 days before the event. Payment may be made by **BACS: Sort Code 40-52-40 Account Number 00010121** quoting invoice number. Or, if paying by cheque, please make cheques payable to **ROTHERFIELD VILLAGE HALL** writing invoice number(s) on the back and send to the Booking Secretary: Rotherfield Village Hall, North Street, Rotherfield TN6 3LX

You will be invoiced in advance and the invoice must be paid at least **4 weeks before the event** – half the booking fee will be retained if the event is cancelled within the last 4 weeks of the booking date.

I/We agree to pay the Booking Fee in advance when invoiced and to observe and perform all of the Conditions of Hire set out overleaf.

Payment must be made for all breakages of crockery or loss of cutlery, and a charge of £5 will be levied if any LIGHTS are left on and £100 if the Hall is left UNLOCKED or if internal fire doors are left open after the use of The Hall.

An extra charge for cleaning may be levied to the Hirer if the premises are left in an unreasonable condition. Any LIQUID spilt on The Hall floor must be wiped up IMMEDIATELY. Hirers are requested not to wash the floor, only to sweep it.

Keys: the key is to be collected from our Key-Safe (code will be given to hirer – the code must NOT be passed on under any circumstances). The keys can be collected within 15 minutes of commencement of booking time and must returned within 15 minutes of the termination of the booking.

One copy of this form to be sent to the Booking Secretary: Rotherfield Village Hall, North Street, Rotherfield TN6 3LX.

I/We acknowledge receipt of and agree with the: Rotherfield Village Hall - Standard Conditions	
NAME:	
ADDRESS	
POST CODE	TELEPHONE NO.
SIGNATURE:	DATE

All bookings are provisional until this form is received by the Booking Secretary.