



Woodborough Village Hall Booking Agreement for Weekends only

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 Main Hall ☐ with options:- Use of Stage ☐ *Stage lights* ☐
 (Please ONLY tick *Disco Lights* ☐ *Sound/PA* ☐
 those you need) Committee Room ☐

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.

Use of Sound/Lighting Equipment

	<input type="checkbox"/> £10.00
Standard Hire Rate (Woodborough Residents)	<input type="checkbox"/> £15.00/hr + <input type="checkbox"/> £100 Bond
Standard Hire Rate (Non Residents)	<input type="checkbox"/> £20.00/hr + <input type="checkbox"/> £200 Bond
Saturday Party Rate (10am Saturday to 12 noon Sunday)	<input type="checkbox"/> £220.00 + <input type="checkbox"/> £200 Bond
Saturday Wedding Rate (Timing to be agreed)	<input type="checkbox"/> £300.00 + <input type="checkbox"/> £200 Bond

The Bond covers 1) Any Damage &/or Cleaning costs, 2) Misuse or damage to the Sound/Lighting Equipment. and 3) Noise and disruption - please respect our neighbours - see Conditions of Hire No. 19.

Payment Options:- 1) **BACS for Hire charge plus Bond** ☐ amount £_____
 or 2) **Cheque for Hire charge plus Bond** ☐ amount £_____

Notes:

- 1) Cheques payable to Woodborough Parish Council.
- 2) Details for BACS payments:- Sort Code: 60-83-01. A/c Name: Woodborough Parish Council. A/c No.: 20296962
 The Bond will be returned to you within 28 days of the hire date if there is no damage, the hall is left clean and tidy and there has been no unreasonable noise and disruption.

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 07512 327609
 email:- villagehall@woodboroughpc.org.uk