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| Eaton Bray Village Hall  |
| Hirer Information: |
|  Name;  |
| Address: Email. |
| Phone #:  |   |
| Date of Hire Click or tap to enter a date. Time of Hire |
| Total Cost: Room to use: Click to select*:* |
| Do You Require: (A) **Partition Up** Click to select*:* (B) **Use of Tables** Click to select*:* Confirm (A) **Selling Alcohol** Click to select*:* (B) **Sound/Projector** Click to select*:* (C) **Glitter Ball** Click to select*:* **THE PROVISIONAL BOOKING SHALL BE HELD FOR 7 DAYS. PLEASE RETURN THIS FORM SIGNED ALONG WITH YOUR DEPOSIT. IF NO DEPOSIT PAYMENT IS RECEIVED WITHIN 7 DAYS THE BOOKING WILL BE CANCELLED**.Any outstanding balance to be paid 10 days before the event, together with a **£150 Breakage Deposit.** The booking time to include set up and clear up time. Contact the following to arrange collection of the key **PRIOR** to your event. |
| **UNDERTAKING BY THE HIRER** **I/WE AGREE:**1.To pay a non-refundable deposit of £100.00….........................Hire fees less than £100.00 are paid in advance2.To leave the rooms in a clean and fit condition for the next user. Turn off all lights: water taps and close all windows. - to the satisfaction of the Hall Committee. Any Hall labour used in excess cleaning of the said rooms and turning off lights / taps and closing windows, on my/our behalf, will be charged to me/us at £40.00 per hour.3.To pay for the removal of rubbish from the site resulting from my/our hire and any damage done to the structure, furniture or equipment of Eaton Bray Hall resulting from the use of the Hall by me/us on the date/dates set out above. This includes any rubbish ‘dumped’ in adjoining areas to the Hall. 4.That the function will be run at the times set out above, and the attendees will arrive and depart, in an orderly manner, so as not to cause noise and/or nuisance to the neighbours of the Hall. This is paramount at late night functions!**I/WE UNDERSTAND and ACKNOWLEDGE :**That if alcoholic beverages are offered for sale, I/we must obtain Temporary Event Notice, and must contact the Booking Manager before an application is made. Fire precautions state that the maximum number of persons permitted in the Hall at any one time is 220. During your hire period, other parts of the Hall might be in use for other purposes but this will not interfere with the area covered by this booking.There is no telephone in the Hall – You are advised to take a mobile. **I CONFIRM THAT I AM OVER 18 YEARS OF AGE AND RESPONSIBLE FOR THE ABOVE AGGREEMENT.****I RETURN THIS BOOKING FORM AND CONFIRM THAT ALL FEES AND DEPOSIT ARE PAID BY BACS INTO;-**Eaton Bray Hall Man Comm Acct. No. 65116492 Sort Code. 08-92-99 (with Hirer’s Name and ref. No.) **THIS DOCUMENT REPRESENTS A CONTRACT BETWEEN THE HIRER AND HALL TRUSTEES, subject to terms and conditions available on request. Please return this form to:eatonbrayvillagehall@gmail.com**  ***If assistance is required during the hire period please contact: 07975-797202 or 07852-586045***  |
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| Due now to secure booking: |
| Advance:£  | Deposit:£  | TOTAL:£ |
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| Due before: |
| Balance:£  | Damage Deposit:£  | TOTAL:£ |

Name:  |  |
| (PLEASE PRINT) |  |
|  Signature: Date Booking Deposit Received Damage Deposit Received Signature:  |

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