

**Chelford Village Hall Booking Agreement & Form**

Day of event \_\_\_\_\_ Month of Event \_\_\_\_\_ Year \_\_\_\_\_

Type of Event \_\_\_\_\_

Hall required from		To		Total hours	
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**(Time to include setting up and clearing away)**

Please mark as required rooms	Main Hall	Dixon room	Kitchen

Please specify the number of guests you are expecting, if unknown please give an approximate number

Adults		Children		Total	
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**Contact Details of person responsible for booking & payment for either the group or individual**

Contact name \_\_\_\_\_ Business/ club name \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Additional comments, relevant information \_\_\_\_\_

Chelford Village Hall has been in use for over 115 years, and we hope to keep running for many more years to come. To keep the hire of the hall at the most cost-effective rate, at present we only have the budget for a small amount of weekly cleaning. Therefore, we ask that you leave to hall in at least as good as condition as you find it and to agree to the following conditions when making a booking...

- When moving chairs and tables please carry to avoid scratching the floors.
- Should you wish to cancel or amend your booking we would be grateful of at least 7 days' notice.
- Should you need to put up any posters, banners etc only the use of whitetac is permitted.
- Vaping and smoking is only permitted outside the hall, and we ask that all cigarette ends are disposed of in the bin provided.
- All electrical items that are used within the hall must be PAT tested.
- Familiarise yourself with the fire evacuation procedure, fire extinguishers and first aid points.
- Users of the hall and the car park do so entirely at their own risk, Chelford Village Hall can not accept responsibility for any damage accidents or losses.

**When leaving the hall please ensure that you...**

1. Fold and return tables to the cupboard at the far end opposite the stage.
2. Turn off all lights and switches, including kitchen switches.
3. Make sure all fire doors are firmly shut, windows closed and locked.
4. Ensure toilets have been flushed.
5. Floors have been swept/ hoovered.
6. If the kitchen and or bar area has been used, please ensure counter tops have been wiped over, any leftovers have been taken.
7. Bins have been emptied and bin bags have been replaced, please take all you're rubbish/ recycling home with you.
8. All belongings have been taken the management committee cannot be held responsible for any left items.
9. Please report any issues via email. Your feedback is greatly appreciated, will be reviewed, and be responded too.
10. The main door has been locked and the key has been returned.

**Failure to comply with these rules will mean that charges for cleaning will be made at the appropriate rate which could include overtime surcharges.**

**On some occasions the hall has been left in a less than satisfactory state after hire, therefore we are now having to request a cheque deposit, to cover additional cleaning costs/ damage, which will be destroyed if not required. Booking sectary to advise at time of booking,**

**Finally, when leaving the hall, we kindly ask that you and your guests to be courteous to our neighbours who reside near to the hall.**

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_ Agreed payment amount: \_\_\_\_\_

Hall pricing is entirely at the committee's discretion, each room can be hired independently and or private individuals.

Please make payments online to Chelford Parish Hall Sort Code 01-00-13 Account Number 02053918

Bookings are only able to be accepted with a completed booking form, along with proof of payment; if you could please kindly email once completed to [chelfordvillagehallbookings@gmail.com](mailto:chelfordvillagehallbookings@gmail.com) for any urgent, enquires please telephone all 07887892715.