



Brookvale Village Hall – Booking Form

This agreement is made between the Committee and the Hirer

The Committee agrees to permit the Hirer to use of the Premises for the purpose, and time/date and tariff listed below.

The Hirer (note: person(s) signing must be 18 years of age or over)

1	Date		
2	Name of Applicant/Organisation		
3	Name of person applying		
4	Address		
5	Telephone		
6	e-mail		
7	Date of Hire		
8	Is the Hire one off	Yes	No
	If no please specify	Weekly	Monthly
		Continued dates:	
9	Time required	From	To
10	The whole Hall	Yes	No
	Part of the Hall, namely:		
11	Purpose of Hire? Maximum expected attending? Refer 13		
12	Will your event involve playing music?	Yes	No
13	Is alcohol to be provided at the event(s)?	Yes	No

14	If yes, will it be for sale?	Yes	No
If alcohol is to be sold, you will need to seek written permission from the Committee before you apply for a license (see condition 23/24 of the Terms and Conditions of Hire).			

Fees (please see appendix 1 for costs and Deposit rates/Damage deposit)

15	Hiring fee:	£
16	Deposit:	£
17	Balance:	£
18	Damage Deposit:	£ 100

All regular booking will be invoiced monthly. If we do not receive payment within 21 days of invoice issue date the Management committee will charge a 5% interest rate on unpaid bills. The management committee also reserve the right to terminate the agreement if outstanding bills remain unpaid by giving 14 days notice in writing

In signing this agreement the Hirer agrees with the 'terms and conditions of hire' and any Special Conditions of Hire set out in the Schedule (19)

Hirer Name	
Signed	
Representing (If applicable)	
Date:	

Schedule of Hire (if applicable)

19	Special Conditions of Hire:

Appendix 1

Tariffs and Deposits:

1. Rates of hire of the Village Hall are as follows:

Monday to Saturday, 9am - 5pm:	£12 per hour
Monday to Thursday, 5pm - 10pm:	£14 per hour
Friday and Saturday, 5pm –11pm:	£18 per hour
All day Sunday:	£10 per hour
2. The Hirer shall pay as a Deposit at least one third of the cost of the booking (to be paid on signing this agreement). The Balance is to be paid 7 days before the event for which the Hall is hired.
3. The Damage Deposit is to be paid 7 days before the event for which the Village Hall is hired and will be refunded within 28 days of the end of the period of hire provided that no damage or loss has been caused to the Premises and/or contents during the period of the hire as a result of the hiring.

Appendix 2

Risk Assessment:

You are obliged by law to prepare a Health and Safety Risk Assessment for the lets / meetings you run.

A form can be supplied by BCA on request. YOU will issue YOUR risk assessment for YOUR activity.

By completing this, your organisation stays within the law and the terms of the premises licence.

Please make cheques payable to Brookvale Community Association. Please send with this form to The Booking Agent, Brookvale Village Hall, Basingstoke Voluntary Services, The Orchard, White Hart Lane, Basingstoke, RG21 4AF.