

Southam Village Hall Management Committee
Agreement to Hire the Village Hall

To request a booking of the Southam Village Hall ('Hall'), please complete this form and return it to the Booking Secretary, Mr. M van Zyl, The Bungalow, School Lane, Southam, Cheltenham, GL52 3NR with one cheque to cover BOTH the hire charge and the £100 deposit. The cheque should be payable to "Southam Village Hall Management Committee" Please write the date and time of your booking on the back of the cheque.

The hire charge for "one-off" bookings is: £25 per hour (reduced to £20 per hour for residents of Southam), or such increased hourly rate as may be in force on the date of your event.

A deposit of £100.00 per booking is required. The deposit is to cover any **damage** and/or **infringement** of the Conditions of Use. It is returnable via BACS when the Hall has been checked after each function. Adherence to the Terms and Conditions is imperative, including adherence to the terms of the Hall's Premises Licence where applicable and failure to do so will result in the deposit being forfeited.

The hire charge for regular or repeated bookings can be obtained from the Booking Secretary and the deposit may be waived or returned after an agreed number of bookings.

Please note that this form must be completed and returned to the above address together with the deposit and full payment for the hire charge at least THREE weeks prior to the required booking date

Booking Requirements (for completion by the Hirer)			
Name of hirer ('Hirer'):			
Address:			
	Post Code:		
Contact phone number:			
Email address:			
Purpose of hire:			
Day & Date required:*			
Time:*	From:	To:	
Keypad contact (where different from above)	Name:	Telephone:	Email:
<p>I accept the Conditions of Use (attached). I am aware of new condition 18.4 with regards to Covid-19</p> <p>I have read and agree to the Southam Village Hall Special Conditions of Hire during Covid 19, https://www.southamtoday.org.uk/covid-19-vh</p> <p>I have read and understand the Southam Village Hall Risk Assessment and have carried out my own Risk Assessment.</p> <p>I enclose £100 in payment of hire deposit.</p> <p>I enclose £ in payment of hire charge for use of Southam Village Hall.</p> <p>Hirer's signature: _____ Date : _____</p>			

* To book multiple dates, please detail the precise booking requirements on the following page.

Acceptance of Booking (for completion by the Southam Village Hall Management Committee)	
Southam Village Hall management committee agrees to permit the Hirer to use the Village Hall subject to the provisions of this agreement:	
Signed on behalf of the Committee : _____	Date : _____

To request multiple or block bookings, please complete one of the following forms as appropriate.

Please note that multiple or block bookings will need to be re-booked annually.

Multiple Bookings (for completion by the Hirer)			
Day (e.g. Monday):	Date:	From (time):	To (time):
Block Bookings (for completion by the Hirer)			
I would like to request the following regular bookings for the Hall:			
Day (e.g. every Monday):	From (time):		To (time):
Except for the following dates:			