

Temple Cloud Village Hall

Village Hall Address: Meadway, Temple Cloud, BS39 5BD Managed by: Temple Cloud with Cameley Parish Council
 Clerk: Jenny Howell Tel: 07591 257067 Email: info@templecloud.org.uk Website: www.templecloud.org.uk

APPLICATION TO HIRE THE VILLAGE HALL

Name of hirer / Organisation	
Name of Contact	
Reason for Hire	
Address	
Email Address	
Telephone	

Date of Hire	Time of Hire	Private Function (please state, i.e: Children's Party, Table Top Sale, Dance, Wedding)	Non-Private Function (please state)
Hire Charge (to be paid separately from deposit)	Damage Deposit	Refuse Deposit	Key Deposit
£ _____	£100	£15	£10
Date Paid:	£125 deposit - date paid:		
Method of payment:	Method of payment:		

All payments for the Village Hall hire are to be made at the time of booking. Payment options are by cheque - one for Hall Hire and a separate cheque for the deposit - which will be returned or destroyed after the booking, made payable to Cameley Parish Council or BACS (payment by BACS would be preferred) with a deposit by cheque. Bank Account Number: 71393463 Sort Code: 60-14-24

*THERE WILL/WILL NOT BE A LICENSED BAR (Delete as applicable) *Please see Conditions of Letting

THE HIRE OF DOORMEN MAY BE NECESSARY DEPENDING ON CLASSIFICATION OF HIRE.
PLEASE LIAISE WITH THE CLERK.

Doorman:.....

NB: The hall will not be reserved until this form is signed and returned together with hire fee and refundable deposit.

I/We undertake to abide by the terms of this application form and the Conditions of Letting.
I/We confirm that I have received a copy of the Fire Procedures.

Signed: (I am over 18 years of age)

Date:.....

Date of adoption: 13th December 2017

Please return by email: info@templecloud.org.uk or by post to: Jenny Howell, Parish Clerk, 50 Brandown Close, Temple Cloud, Bristol, BS39 5EJ (along with hire payment and refundable deposit)

PLEASE NOTE:

- All functions must finish and the Village Hall be cleared by midnight.
- No electronic apparatus is provided.
- Hirers are respectfully asked to leave the Hall and car park quietly.
- All rubbish to be removed from the hall when you leave.
- The hirer will be liable for any external or internal part of the property which is vandalised, damaged or removed by a member of their party and will be liable for any charges which are occurred in this respect. Please check before using adhesives on walls (blu tac, tape, may cause damage). Any damage may require repair at the hirer's expense.
- The hall has a maximum of 200 people (100 seated). This must not be exceeded.
- All hirings undertaken at your own risk.

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