

# Ilketshall St Andrew Village Hall

Registered Charity No: 298372

## HIRE CHARGES

Sunday to Thursday	Parishioners £8.00 per hour	Others £12.00 per hour
Friday and Saturday	Parishioners £9.00 per hour	Others £13.00 per hour

Booking Clerk: Polly McCarthy 01986-781274

The Lodge, Ringsfield Road, Ilketshall St Andrew NR34 8NR

*Please telephone the Booking Clerk the day before hire to arrange key collection.*

## HIRE AGREEMENT

Name of Hirer: ..... Contact Name: .....

Full Address: .....

Mobile phone: ..... Home phone: .....

Day & Date of Hire: ..... Purpose of Hire: .....

Start Time of Hire: ..... End Time of Hire: .....

*The Hire period must include access time required for setting up, and time for tidying up after hire.*

Number of Guests: Adults: ..... Children: .....

Do you require a Bar: Yes/No Time open: From: ..... To: .....

*Only alcohol purchased from the Bar may be consumed on the premises.*

*Our Bar must close at midnight (01.00 New Year), or earlier at the discretion of our Licensee.*

Total Hire Charge: ..... Payable TWO WEEKS prior to the Event.

In addition, a deposit of £100 (refundable subject to Conditions of Hire 2) is required with this completed form.

BACS payments to Ilketshall St Andrew Village Hall, 20 92 08, 80499285,

Reference **Date of hire + Name on booking form**

Cheques payable to: 'Ilketshall St Andrew Village Hall'

*The Hire of the Hall cannot be confirmed until after this completed form and the deposit are received.*

In consideration of the hire fee, the ISAVH Management Committee agrees to permit the Hirer to use the premises as described above. By signing below, the hirer agrees that they have read and accept the Conditions of Hire and the terms of this agreement as stated above and to refer to the Users' Handbook provided at the Hall, prior to the event.

**Signed by the Hirer or the Hirer's authorised representative:**

Signed: ..... Print Name: ..... Date: .....

**FOR RETURN OF DEPOSIT:**

**Your bank account name EXACTLY AS IT APPEARS ON YOUR CHEQUES/STATEMENTS.**

.....  
**Bank Sort Code.....-.....-.....      Account Number (8 digits) .....**