

STOUR PROVOST VILLAGE HALL BOOKING AGREEMENT 2021

between The Stour Provost Village Hall Trustees Committee ('The Hall Management Committee') and Hirer/Organisation

Stour Provost Village Hall, The Street, Stour Provost, Dorset SP8 5RZ

(Registered Charity Number 301181)

Hirer - Please print this form and provide all the information requested in blue. Send it to the Booking Secretary (see below)

Name of Hirer (or Organisation and name of Organisation representative):

Address:

Post code:

Telephone number:

E-mail:

Purpose/description of Hiring:

Private/Public event?

Commercial use? Yes/No

Will you require use of the kitchen* and equipment (please specify)? Yes/No

***Kitchen remains closed under Covid restrictions**

Will tickets be sold for your event?

Yes / No

Is food to be provided at the event?

Yes / No

Is alcohol to be provided at the event?

Yes / No

Will there be exhibition of a film?

Yes / No

Will live music be performed or recorded music played? Yes / No

Approximate Numbers (not to exceed 40 seated or 90 standing)*:

*** NB While Covid restrictions apply, Stour Provost Village Hall can accept 12 seated, or 5 for exercise, including instructor.**

Hire period [To hire on a regular basis, please indicate whether weekly/monthly/other, and start/end dates for each 'term'.]

Date(s):

Time From

to

Number of sessions:

Hire Charge (see website link for details):

I agree to be present during the above hiring, and have read and agree to abide by the terms and conditions of hire for Stour Provost Village Hall, and the additional Covid-19 safety conditions, available on the website.

Signature

Print name

Signature of Bookings Secretary to confirm booking

Please return this form, together with the appropriate deposit/fee payable by BACS, or cheque or cash to: Su Swallow, Booking Secretary, Nonna's Cottage, The Street, Stour Provost SP8 5RZ tel 01747 838724

To pay by BACS: Account no 00104117 Sort code 30-93-45

Cheques payable to: Stour Provost Village Hall

Access to the hall – On receipt of this signed agreement and deposit/fee, the Hirer will be given the key safe code. The key safe is mounted on the wall behind the hall (go through little gate on righthand side and follow round – take a torch for dark evenings). On leaving the hall, please return the key and change the combination before closing the safe.

Cleaning - Hirers will be responsible for cleaning the hall before and after use, following instructions for Covid hygiene available in the Hall. Cleaning materials will be provided. The Hirer is asked to remove all rubbish at the end of their session. The Hirer will have access to the hall for 30 minutes before, and 30 minutes after the booking period to allow for cleaning.

Please note- In case of emergency, please contact either the Booking Secretary (see above) or the Chair, Jo Hartgill 01747 838216