

FRITWELL VILLAGE HALL BOOKING FORM – OCTOBER 2018

You can now book Fritwell Village Hall online. **You must be aged 21 or over to book Fritwell Village Hall.**

Go to our website (<http://www.fritwellvillagehall.co.uk/village-hall-bookings/>), check the calendar to ensure the date you want is available, complete the on line booking form and submit. This form will go to our Booking Officer electronically, who will then be in touch to confirm the booking (or otherwise) and arrange payment. Payment can be bank transfer, cheque or cash.

Charges: First hour £10 followed by £7.50 for every hour after. Please remember to allow time for setup and take down.

Deposit¹: You will be required to provide a deposit in addition to the Hire Charge. The deposit will be returned post-event provided all the conditions of Hire are met, the Hall has been secured after use with keys returned to the key safe, and the condition of the Hall after use has been checked and approved as acceptable by an Officer of the Village Hall Committee. The size of that deposit will normally be:

- £50 for a Fritwell Organisation (recognised as such by the Village Hall Committee)
- £100 for a Fritwell Resident
- £200 for a non-Fritwell Resident or Organisation

NB/ Please read the Terms and Conditions of Hire carefully to understand all the relevant conditions relating to the return or forfeiture of your deposit.

If you are paying by cheque or cash you can pay at Wrighton's Shop, East Street, Fritwell.

If you are not able to book on line, these forms are available at Wrighton's.

You will be required to present 2 forms of personal identification as a condition of acceptance of your booking. These must be:

- **An official photo ID – ie. A Driving License or Passport**
- **A Current Utility Bill – Showing a current address for the Hirer**

We have a key safe on the front of the Village Hall. The keys to the Hall will be in the key safe. Once your booking has been confirmed and paid for, you will

¹ Please see the full Terms and Conditions of Hire for further details

be sent the code for the key safe to access the keys. You must lock the Hall and leave the keys in the key safe after your event, remembering to turn the numbers so the code is not showing. The Key code is changed regularly.

After Event Hall Cleaning Option

If you would like a professional cleaner to clean the hall for you (normally) the day after the event – given the hall is not booked (our Booking Officer will be able to advise on hall availability), you have an option to make a direct connect yourself with a Professional Cleaning Service to organise this. We have made a connection with a reputable cleaning company. You would contract and pay for this directly with the cleaning company. Please put “After event cleaning” in the “Other Requests” box on the on-line booking and our Booking Officer will provide details for you to check availability & pricing. This option depends on the availability of the 3rd Party Cleaner and the availability of the hall after the event. The cleaning company will inform the Booking Officer that you (the Hirer) have chosen this option.

Please complete the booking form below – if you are unable to do so on-line.

NB/ Please note that it is a condition of your booking that you comply with all of our current Terms and Conditions of Hire. These should be read before you make a booking. They are available on our website and in Wrighton’s.

Booking Form for Fritwell Village Hall Hire

These forms are available at Wrighton's – please return paper form to Wrighton's

Name of Hirer	
Is this booking being made on behalf of an organisation? (If so please state name and address of organisation?)	
Contact email address of Hirer	
Home address of Hirer	
Contact phone number(s) of Hirer	Home: Mobile
Requested date	
Requested time	
Reason for booking / Purpose of Event	
Approximate number attending?	
Are the majority of attendees below the age of 21?	
Name and contact details of Responsible Adult- if appropriate ²	
Other Requests³	

² If the majority of attendees are below the age of 21, a responsible adult must attend the event. See the Terms and Conditions of Hire for full details of this requirement.

³ Please use this box to indicate if you require After Event Cleaning for example, or you wish to bring highly flammable substances or decorations that may contain combustible materials into the premises.

Do you intend to provide music or entertainment or sell alcohol?⁴	
Please list any equipment you are intending to supply or use at the Event⁵	

I confirm I am aged 21 or over and have read, understood and will comply fully with the FRITWELL VILLAGE HALL – TERMS AND CONDITIONS OF HIRE*

I confirm that I will supply the required personal identification as a condition of booking. (NB/ you will be contacted with instructions of how to provide evidence of identification by our Booking Officer, after your booking request has been received)

* copies are available at Wrighton’s or on-line to download from the bookings page <http://www.fritwellvillagehall.co.uk/village-hall-bookings/>

Signed:

Date:

PLEASE DO NOT MAKE ANY PAYMENT UNTIL YOUR RESERVATION HAS BEEN CONFIRMED

Form Rev 1.2 October 2018

⁴ You must have the express permission of the Village Hall Committee to be covered by our Licence. Otherwise you must apply for a Temporary Event Notice. See the Terms and Conditions of Hire for further details.

⁵ For example: Inflatable play equipment (such as Bouncy Castles), Electrical Catering Equipment etc. (Please note this list is not exhaustive). You, or your supplier, are required to have appropriate insurance cover for such equipment (to cover against any potential claims for injury or loss), as the equipment will not be covered by the Village Hall insurance. You may also be asked to provide evidence that you have the appropriate insurance cover. You must also comply with any applicable legislation covering the equipment to be used. Please read the Terms and Conditions of Hire for further information.