

# **Lawshall Village Hall**

The Glebe, Bury Road, Lawshall, IP29 4PB

Charity No. 304911

## **Booking Form:**

Bookings Secretary: **Leanne Hornby** Tel **01284 830895** email: **leanneandpeter2@gmail.com**

Caretaker: **Sharon Marshall** Tel **01284 830182** email: **shazy68@hotmail.co.uk**

Hirer's name.....Organisation.....

Address.....

Email..... Contact Tel. No.....

## **Particulars of Hire**

Brief description of hire ..... How many attending .....

Frequency of hire:                      Single                      Weekly                      Monthly                      Other:

Hire period:                      1 Jan-31 Mar                      1 Apr-30 Jun                      1 Jul-30 Sep                      1 Oct-31 Dec

Number of Sessions ..... Time(s)required                      From..... To.....

## **Hourly rates of Hire from 1<sup>st</sup> August 2024**

Residents - £15, Non-Residents - £17,

Regular weekly or monthly users - £12, Groups who are not regular users - £17

Childrens parties £47/4hours (to include set up and clear down time)

## **Charging Policy**

**DEPOSIT** A returnable deposit is required of hirers using the kitchen to cater for events, and for events and parties where the kitchen is not used. No deposit is required for parties for children under 12. The deposit has been set at £100 for single events. This sum is to be paid in advance.

The duplicate of this **booking form** should be **SIGNED** and returned to the Booking Secretary **Leanne Hornby** Tel: **01284 830895** ; email: [leanneandpeter2@gmail.com](mailto:leanneandpeter2@gmail.com) together with **50% of the hire cost** and a **Deposit of £100** per single event hire. The balance of the hire cost is to be paid 28 days before the confirmed event and the Deposit is refundable provided no damage is attributable to the booked event in accordance with Clause 11 of the Standard Conditions of Hire.

Payment may be made by cash or cheque which is payable to Lawshall Village Hall Management Committee but our preferred payment is by Bank Transfer to Lawshall Village Hall: Sort Code 201612 ; Account No. 20568279

A **cleaning charge** of £15 per hour will be made at the discretion of the management committee if additional cleaning is needed following use.

**Cancellation** of any single event must be notified to the bookings secretary in writing not less than **7 days** before the event. Any hire charge refunded will be at the discretion of the Treasurer acting on behalf of Lawshall Village Hall Management Committee. Failure to provide the appropriate notice will result in the hire charge remaining payable.

**Declaration:** The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers, this being 200 standing or 150 seated.

I/we declare that we have read and understand the **Standard Conditions of Hire** of Lawshall Village Hall and Health and Safety Regulations and the Lawshall Village Hall **Special Conditions of Hire during COVID-19** and agree to abide by them.

Signed.....

Date.....