

# Lawshall Village Hall Booking Form The Glebe, Bury Road, Lawshall, IP29 4PB Charity 304911

Booking Secretary: **Leanne Hornby** Tel **01284 830895** email: [leanneandpeter2@gmail.com](mailto:leanneandpeter2@gmail.com)

Caretaker: **Sharon Marshall** Tel **01284 830182** email: [shazy68@hotmail.co.uk](mailto:shazy68@hotmail.co.uk)

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

Address.....

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

## **Particulars of Hire**

Brief description of hire .....

How many attending .....

Date(s) of Hire: .....

Time(s) required: .....

**Special Rate for Children's Parties** - £47.00 for a 4 hr party, for under 12 yr olds, to include setting and clearing up

The hirer is able to use a **bouncy castle** on the hall site **provided** that prior to the hire date a copy of an insurance policy is given to the **Booking Secretary/Caretaker** which indemnifies the hall against any claim or liability arising from the use of such a bouncy castle. All liability shall remain the responsibility of the Hirer only.

## **Hourly rates of Hire as at June 2024**

£15 for Residents, £17 for Non-Residents, Groups who are regular weekly or monthly users £12, Groups who are not regular users £17 per hour

## **Charging Policy**

**DEPOSIT** A returnable deposit of £100 is required of hirers using the hall and is payable in advance. No deposit is required for parties for children under 12.

A duplicate of this **booking form** should be **SIGNED** and returned to the **Booking Secretary, Leanne Hornby** together with **50% of the hire cost** and the **Deposit of £100** per single event hire. The balance of the hire cost is to be paid 28 days before the confirmed event. The £100 Deposit is refundable provided no damage is attributable to the booked event in accordance with Clause 11 of the Standard Conditions of Hire.

Payment should be made by Bank Transfer to Lawshall Village Hall: Sort Code 20 16 12 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. **Hirers must ensure that dishes are removed from dishwasher and put away after use.**

**Cancellation** of any single event must be notified to the booking 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 LVHMC. 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.....