

Islip Village Hall Hire

Booking Form and Agreement

Charity Number 1107274

	Main Hall	Terrace Room	Parish Room
Date required			
Time required			

Nature of booking eg. Wedding, children's party etc.		Expected no. of guests	
<p>Please note that the time booked must include all set up and clear up time. For large events with 80 or more people you must hire all rooms. The Maximum capacity of the hall is 120 people.</p>			

Booking requirements

Kitchen required?	Yes / No	Exclusive use of Kitchen required? (£30 additional charge)	Yes / No
		Bar required? (£30 additional booking charge)	Yes* / No

*If yes, please contact the Bar Manager, Anthony Dandridge on 07799 761694 or email: anthony.dandridge@aol.co.uk to discuss costs and availability.

Hirer details

Name of hirer	
Address	
Phone: Landline	
Phone: Mobile	
Email	

Hiring fees

Hiring Fee £_____ (payable in advance) plus,

Booking Deposit £_____ (refundable, subject to Terms and Conditions)

Total to pay £_____

Please pay by direct payment using the bank details given below or by cheque to ISLIP VILLAGE HALL LTD.

Barclays Bank
Sort Code: 20-06-75
A/C No: 23123383

in either case using THE HIRING DATE AS THE REFERENCE.

Cancellation Policy:

In the event of a cancellation, charges may apply depending on the notice given - please refer to Terms and Conditions.

Damage / problems

Please notify the Bookings Manager straight away if you find anything at the hall that is damaged or not working properly.

Declaration

As HIRER I agree that I have read and understood the Terms and Conditions of hire and that any breach of these Terms could result in a deduction from the deposit paid. Particularly, please note item 4 below concerning noise.

Signature of hirer	
Signature on behalf of Islip Village Hall	
Date	

Main booking terms and conditions

1. Booking times must include setting up and clearing away time.
2. Setting up to commence no earlier than 08.00 unless explicitly agreed with the Bookings Manager.
3. Unauthorised access will activate Village Hall intruder alarm. A call out fee will be charged for intruder alarm activation caused by unauthorised access outside of agreed times.
4. Noise is a highly sensitive issue for our neighbouring residents. Windows and Fire Exit doors on the North side of the hall are to be kept closed (except in an emergency) and at least one set of swing doors at the main entrance is to be kept closed.
5. All events to finish by 23.00. Music must also stop at this time.
6. Before departure, the HIRER is responsible for:
 - Turning off all Hall lights,
 - Locking all doors,
 - Shutting all windows,
 - Switching off and unplugging the AV system (if applicable),
 - Disposing of all rubbish in the Grundon Waste Bin by the Car Park entrance,
 - Replacing the key in the key box.
7. The Village Hall must be locked and together with the car park, vacated by 23.30.
8. The Terrace area outside is for the use of all hirers and village residents and cannot be reserved.

Please return this form to the Bookings Manager:

Mel Green: isliphallbookings@hotmail.com

or by post to:

Islip Village Hall
Church Lane
Islip
OX5 2TA (Please let the Bookings Manager know that you are sending the form by post)

Data Protection:

At Islip Village Hall Limited we are committed to protecting and respecting your privacy. We will only use the information you have provided to fulfil a contract for the hire of our hall facilities or services. Information collected will not be shared with any other organisation and we promise to keep your details safe and secure. We will only keep your data for as long as necessary. If you wish to find out what information we hold or to amend the information, please contact us at isliphallbookings@hotmail.com