



THIS AGREEMENT is made between **The Bishop's Cleeve Village Hall Management Committee** ("The Committee") and **The Hirer** named below. On payment in full of the hire charge **The Committee** agrees to **The Hirer** using the rooms identified in this form subject to the Standard Conditions Of Hire, and the Safety Information of this Hire Agreement as displayed on the web site www.cleevetithebarn.org.uk.

HIRER _____ Email _____

Address _____ Postcode _____

Telephone Number _____ Mobile number _____

Responsible Person _____ **Organisation** _____

ROOMS REQUIRED Whole Barn / Main Hall / Meeting Room / Committee Room / School Room / New Bar
(Note a Kitchen is available to all hirers either on the ground floor or off the Main Hall)

PURPOSE OF HIRE eg Wedding Reception / Dance / Child's Party / Birthday Party (note; parties for 16 to 20 year olds carry additional conditions) / Public Meeting / Private meeting / Business meeting / Arts-Crafts / Class

Other _____ (Failure to disclose the true purpose of hire may forfeit the booking and the hire fee)

PERIOD OF HIRE REQUIRED (This is a regular booking application **Yes / No**)

Date _____ Start Time _____ Finish Time _____ (Not after Midnight)

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The Barn will be opened for you at the time start time given above. You must be at the Tithe Barn at that time to take charge of the building. The Barn must be cleared within 15 minutes of the finishing time with tables and chairs returned to their storage place and the floor swept. Extra time, if available, will be charged.

BAR REQUIRED Yes / No

The Hall is licensed for the consumption of alcohol and the Licensee has exclusive rights for the supply of alcohol and soft drinks or to charge corkage. A **Bar Fee of £50** is charged for a bar which is payable to the Booking Secretary. Your requirement for a bar must be confirmed with the licensees as early as possible. Contact Leigh Norwood 07595 349059 leigh.norwood@favouritebeers.com

BOOKING DEPOSIT

For bookings on Friday evening, Saturday or Sunday of over two hours, or any booking of over four hours a **deposit of £100** is payable, for all other bookings a **deposit of £50** is payable.

HIRE CHARGE £ _____ per hour for _____ hours; plus £ _____ per hour for _____ hours.....Total £ _____

The hire charge is to be paid **not less than 6 weeks** before the date of hire. If booking less than 1 month before the date of the hire, the Booking Deposit, Bar Fee & Hire Charge are payable when booking. Cheques must clear before the date of hire.

PAYMENT can be made by cheque payable to 'Bishop's Cleeve Village Hall'. £100 will be banked, £50 will be held. Both returnable after the hire providing there has been no damage or contravention of the hire conditions.

Payment can be made by BACS to Lloyds Bank account 'Bishop's Cleeve Village Hall', sort code 30-91-87, account 460 809 60, Please include in 'Reference' your surname and the date of the hire in six figures. Eg "Smith 28/05/12"

Your BACS data for refund of deposit Account _____ Sort Code ____ - ____ - ____ Bank _____

HALL CAPACITY: The licensed capacity is 150 people maximum or 50 people if only a downstairs room is hired. If a meal is served at tables in the Main Hall the maximum capacity is 120 people, however, if the tables are cleared away after the meal the capacity can increase to 150 maximum.

SIGNATURES

As Hirer, **I have read and agree to** the Standard Conditions Of Hire and Safety Information on the website. I hereby accept responsibility for the premises for the period of my hire and for ensuring that all conditions of the Public Entertainments Licence relating to management and supervision of the premises are met. I am over 18 years of age.

For The Hirer _____ For The Committee _____

Date _____

Date _____

Please **sign this form** and send it to the Booking Secretary, with your deposit, for your booking to be confirmed

The Booking Secretary, The Tithe Barn, Cheltenham Road, Bishop's Cleeve Glos, GL52 8LU

Email: bookings@cleevetithebarn.org.uk or Tel: 07542 101705 (text or answer phone)