



## WEDDING PACKAGE BOOKING FORM & HIRE AGREEMENT 2021-22

Wedding Deposit (£250) Received - Bacs / Cheque \_\_\_\_\_ Fee Due \_\_\_\_\_

Fee received (£1500) \_\_\_\_\_ - Bacs / Cheque

**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 Tithe Barn subject to the Standard Conditions of Hire and the Safety Information as displayed on the web site [www.cleevetithebarn.org.uk](http://www.cleevetithebarn.org.uk)

HIRER \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile number \_\_\_\_\_

Responsible Person \_\_\_\_\_

Wedding Preparation Date \_\_\_\_\_ Start Time 4.00pm

Wedding Reception Date \_\_\_\_\_ Finish Time 12.00 midnight

Wedding Clear Up Date \_\_\_\_\_ Finish Time 12.00 noon

The Tithe Barn is fully licensed for the consumption of alcohol and the Licensee has exclusive rights for the supply of alcohol and soft drinks. The bar hire is included in the wedding package.

Your requirement for a bar must be confirmed with the licensee as early as possible [bar@cleevetithebarn.org.uk](mailto:bar@cleevetithebarn.org.uk)

### **BOOKING DEPOSIT**

A Wedding deposit of £250 is payable at the time of booking to secure the date and the booking will be added to the website calendar when a completed booking form and deposit is received. Confirmation of booking will be confirmed via email.

The deposit is returned via bacs to the account on the booking form, after the date booked as long as no damage occurs during the hire period and the barn is left clean and tidy.

**WEDDING PACKAGE COST £1500 for the weekend Friday 4pm – Sunday 12 noon (2021-22) includes hire of bar**  
**Extra time can be booked at an hourly rate, but only if the barn is not already booked by another hirer**

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

Your BACS data for refund of deposit: Account \_\_\_\_\_ Sort Code \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Bank \_\_\_\_\_

**As the Hirer, please sign to confirm that 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 21 years of age.

The Hirer \_\_\_\_\_ Date \_\_\_\_\_

Booking Secretary \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed booking form to the Booking Secretary, with your deposit, for your booking to be confirmed  
**The Booking Secretary, The Tithe Barn, Cheltenham Road, Bishop's Cleeve, Cheltenham, Gloucestershire, GL52 8LU or email [bookings@cleevetithebarn.org.uk](mailto:bookings@cleevetithebarn.org.uk)**