



BOOKING FORM AND HIRE AGREEMENT 2022-23

Deposit £100 / £50 Received _____ Fee Due _____ Fee received _____

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 as displayed on the web site www.cleevetithebarn.org.uk

HIRER _____ Email _____

Address _____ Postcode _____

Telephone Number _____ Mobile number _____

Responsible Person _____ **Organisation** _____

ROOMS REQUIRED (please indicate)

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 Wedding Reception / Dance / Children's Party / Adult Birthday Party / Public Meeting / Private 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

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

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BAR REQUIRED Yes / No (please circle)

The Hall is licensed for the consumption of alcohol and the Licensee has exclusive rights for the supply of alcohol and soft drinks.

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 licensee as early as possible, bar@cleevetithebarn.org.uk

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.

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 _____ Booking Secretary _____

Date _____ 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, Glos, GL52 8LU, or bookings@cleevetithebarn.org.uk