

Ardley with Fewcott Village Hall & Recreation Ground



BOOKING FORM

This agreement is made on the date shown, between the committee and the hirer named below. In consideration of the sum agreed & full payment received no later than 2 weeks before hire date, the committee will permit the hirer to use of the premises for the purposes and period as described below.

Hirer's Details and Period of Booking

Name				Contact Number		
Full Address						
	Postcode:				Date	
E-Mail					Time From	
Description of Use					Time To	
Bank Details	Sort Code:	Account No:		This is needed to enable refund of the deposit.		

Further Details

Public or Private Use		Music to be played (yes/no)	
Commercial use (yes/no) #		Is alcohol to be provided (yes/no)	
Maximum number of attendees		Is alcohol to be sold *	

If yes, please provide Public Liability Insurance & a PPL licence (if recorded music is to publically broadcast through any means).

If a contractor or person provides a service (e.g. disco, entertainer, caterer, bouncy castle etc) during the hiring, the contractor must provide their own Public Liability Insurance & if relevant, a PPL licence to the Bookings Secretary.

***You must provide a copy of a TEMPORARY EVENTS NOTICE (TENS) if you are selling alcohol. Also be aware that our entertainment Licence ends at 11pm.**

DETAIL OF COSTS

Deposit will be payable at time of booking. Day time £30 or all day hire & evenings see charges below.	Village Residents & Charity Rate		Non-Residents & Commercial Rate	
	Per Hour	Day (24hrs)	Per Hour	Day (24 hrs)
Hall + Kitchen	£11	£110*	£16.50	£165.00+
Meeting Room + Kitchen	£ 5.50	£33	£8.25	£55.00
Hall & Meeting Room + Kitchen	£16.50	£133*	£24.75	£220.00+
Kitchen Ovens	£5.50	£27.50	£5.50	£27.50
Sessions during 9am to 4pm (non commercial rate)	£35 for 4 Hours	£11 for every extra Hour	£50 for 4 Hours	£16.50 for every extra Hour
Evening Party	Week Day	Week End	Week Day	Week End
Main Hall + Kitchen, 4pm to Midnight (Includes clean up period to 9.30am the following day)	£66 + £60 Deposit	£110 + £100 Deposit	£88 + £80 Deposit	£130 + £100 Deposit
Teenage Party (for Residents Only)	£66 + £300 Deposit	£110 + £300 Deposit	N/A	N/A

COST OF BOOKING REQUIRED

* Delete non appropriate

	COST
Hall + Kitchen	
Meeting Room + Kitchen	
Hall, meeting Room + Kitchen	
Kitchen Ovens	
Deposit *	£30 / £60*/£80 /£100+ /£300
Total	

Payment:

Cheques: made payable to: **Ardley & Fewcott Village Hall.**
Send to: **Bookings, Ardley with Fewcott Village Hall, Ardley Road, Ardley with Fewcott, Bicester, Oxon OX27 7PA.**

Pay Direct into the **Ardley & Fewcott Village Hall** account, using your name & date of booking as reference (i.e. Smith120614).
Bank Details: Sort code: **40-26-31** Acct No: **01493647** (HSBC)

I have read the [Terms & Conditions](#) and agree to abide by them for the duration of hire. (x in box)
Failure to comply, will mean your deposit (damage/cleaning will not be returned.

Signature/or by E-Mail:

Date: