

EAST STOUR VILLAGE HALL APPLICATION FORM/ HIRING AGREEMENT (Event)

Location: Back Street, East Stour, Gillingham, Dorset SP8 5JY (*no post box*)
Registered Charity no. 301127

Prior to completing this form please confirm availability with the Hiring Secretary (contact details below).

Hirer Details (min age 18 years)

Name:

Hiring Organisation (if any):

Address and email:

Contact Telephone Number:

Hiring Details

Day and Date Hall Required:

Times: From Opening:

To Locking Up After Event:

Purpose of Hiring:

The event is a private/public event (*delete as applicable*)

Approx. Number of people attending:

Alcohol be available? YES/NO (*delete as applicable*)

If Yes, an alcohol licence ("Temporary Event Licence") must be obtained from North Dorset District Council **if alcohol is sold** (directly, or indirectly included in any way in a ticket price/entry fee) and the licence holder or authorised representative must be present throughout the hiring; a licence is not required if people bring their own alcohol.

Room(s) Required: (*please tick*)

Main Hall Meeting Room 1 Meeting Room 2 Kitchen

Any special requirements:

Hire Fee £ plus Deposit £ = Total to be paid in full at time of booking £

Payment Method: cheque / BACS / cash (*delete as applicable*)

Cheques payable to: East Stour Village Hall

BACS: Account name East Stour Village Hall: Account number 00063496: Sort code 30-93-45

(Please enter the name of the hirer as a reference on BACS or reverse of a cheque)

Before signing the declaration below please read the following important information available on: <https://east-stour.org.uk/village-hall>

- Information Fact Sheet
- Hire Charges
- Regulations
- Privacy Notice
- Checklist

Declaration by Hirer: I have read, understood and will observe the Regulations for Hirers

Signature of Hirer

Date

Signature of Hiring Secretary confirming Hiring

Date

After Event: Return of Deposit - Amount £

Date

If you wish the deposit to be returned by BACS please provide the following:

Account name:

Sort code:

Account number:

Please forward completed hiring agreement to Mrs S Squire: preferably by email: 19she68@gmail.com or alternatively by post to: 12 Witch Close, East Stour, Gillingham, Dorset SP8 5LB.

Village Hall Contacts:

Hiring Secretary: Sheila Squire, tel: 01747 838488, email: 19she68@gmail.com

Maintenance: Rod Dowding, tel 01747 838351, email: mar23rod18@gmail.com

Treasurer: Rosanne Jacques, tel: 01747 838532, email: rjacques@usa.net

Secretary: Pauline Robinson, tel: 01747 838229, email: michael.robinson6@mypostoffice.co.uk

Chair: Mary Dowding, tel 01747 838351, email: mar23rod18@gmail.com