**Culmstock Village Hall – Request to Hire**

Please complete and return by email to villagehall@culmstock-pc.org.uk or by post to
**The Treasurer, CVH, Tun Cottage, Millmoor, Culmstock, Devon, EX15 3HA**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please indicate all requirements with a 🗸 otherwise please leave blank**

Type of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recurs weekly \_\_\_\_ Monthly \_\_\_\_

Title of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

If you wish to hire for several dates at different intervals, please specify clearly

Date/s of Hiring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Hiring from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heating Required from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( no extra charge)

Stage Lighting Required from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sole Use of building \_\_\_\_ Hall \_\_\_\_ Meeting Room \_\_\_\_ Use of Alcohol and Performance Licence \_\_\_\_

 (mandatory for any event supplying/selling alcoholic beverages)

Kitchen - refreshments \_\_\_\_ Kitchen - Catering \_\_\_\_ China\_\_\_\_ Dishwasher \_\_\_\_

Are you bringing any equipment onto the premises eg small bouncy castle, bubble machine etc? (**see Terms and Conditions of Hire page 3** regarding Public Liability Insurance) \_\_\_\_

Please describe equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirm Insurance \_\_\_\_

Deposit to pay (**see** **Hire Charges for the amount required and for payment details**) £ :00

I/We enclose the required deposit and undertake to pay in full any damage caused by the users of the hall during the hire period. It is understood that the deposit will be retained until the full cost of any damage is received. The Hall Trustees reserve the right to deduct any unpaid costs of damage from the deposit.

I/We have read and understood the Terms and Conditions of hire of Culmstock Village Hall and agree to abide by them

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bookings will be confirmed ONLY on receipt of a completed form and any relevant deposit.** On occasion the Village Hall committee may request payment in full prior to hiring, A final invoice will be issued for the balance of the total hire fee, returning any deposit due (payment 7 days from issue).
January 2018