



**General Hire Agreement for Wick & Abson Village Hall
Registered Charity No: 233290**

The Management Committee of Wick & Abson Village Hall permits the hirer to use the premises for the purposes described, subject to the conditions defined herein and as per the Terms & Conditions of Hire.

Bookings will not be accepted until a signed booking form and payment has been received	
Name:	
Address:	
Type of function:	
Organisation:	
Email address:	
Contact number:	
Date of Function:	
Start and finish time:	
Number of Guests:	

Booking Rates	Amount	Total
Casual Hire of the hall: £15 per hour	hrs	£
Wedding venue hire: £500 plus a returnable security deposit of £250		£
Returnable deposit (all casual bookings)	£25.00	£
Total Amount Payable:		£
A returnable security deposit of £25 is required for all bookings (other than wedding bookings – see above).		



Hire of the hall includes full use of chairs, tables plus a fully-equipped kitchen.

A TENS Licence will need to be obtained if alcoholic drinks are to be sold and consumed at the function; an application should be made to the committee in the first instance. The committee reserves the right to refuse permission to obtain a licence without giving a reason.

The Hirer will be responsible for disposing of any rubbish following the event and for any breakages or damage to the hall during the rental period.

The £25 security deposit will be returned provided that the Terms and Conditions have been adhered to and that there are no breakages or waste to be disposed of.

The access code for the keybox to gain entry will be provided upon payment.

Payment Terms:

All bookings must be confirmed by a completed booking form, plus payment in full, at least seven days before the event. The committee reserves the right to refuse use/cancel the booking if no payment is made.

Payments can be made by cheque, payable to 'Wick Village Hall' and sent to the Treasurer at: Naishcombe Cottage, Rock Road, Wick, Bristol, BS30 5TW. Alternatively, payment can be made by direct bank transfer to:

Barclays
Wick Village Hall
80702757
20-13-67

Please ensure you quote your name and the date of your event as a reference if making payment by direct bank transfer.

Booking forms can be posted to the Treasurer, or emailed to: wickvillagehall@gmail.com.

The Hirer confirms that they have read the Terms & Conditions of Hire and agrees to abide by the rules therein.

This form collects personal data that will be held on file. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Treasurer. By signing this form you are confirming that you are in agreement to us retaining this information.

Signed:

Date: