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Description automatically generated

Boughton-under-Blean Village Hall - Charity Number: 257525

Bull Lane, Boughton-under-Blean, Faversham, Kent ME13 9AH

Tel: 07926 033593 Email: bvhlettings@yahoo.co.uk

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hirer’s name |  | | | | | |
| Organisation |  | | | | | |
| Address |  | | | | | |
| E-mail |  | | | | | |
| Contact number |  | | | | | |
| Type of hire | Private | | | Public | | |
| Type of event |  | | | | | |
| Number expected | Maximum Numbers Permitted | | | | | |
| Seated at tables | | Seated and dancing | | Closely seated | |
| 165 | | 200 | | 300 | |
| Room required | Main Hall | | | Library | | |
| Frequency of hire | Single | Weekly | | Monthly | | Other |
| Date(s) of event(s) |  | | | | | |
| Time | From | | | To | | |
| Inflatables | Will you be using inflatables / bouncy castles? (Yes / No)  Insurance certificates will be required | | | | | |
|  | Optional Extra | | Cost | | Required (Yes or No) | |
| Night before access | | £50.00 | |  | |
| Morning after access | | £50.00 | |  | |
| Bar | | No charge for hire.  Charge for drinks | |  | |
| Cleaning after an event | | £75.00 | |  | |
| Internet Access | | £10.00 | |  | |
| Equipment Required | Large Rectangle tables | Small Square Tables | | Round Tables | | Chairs |
|  |  | |  | |  |

|  |  |
| --- | --- |
| Internal Use Only | |
| Cost of Hire |  |
| Deposit Required |  |
| Date Balance to be paid by |  |

This agreement is made between the committee and the hirer for the stated fee. The committee agrees to permit the hirer to use the premises for the purpose and the periods as specified.

Collection of the keys from: Brian Collyer, 5 School Lane. Tel: 01227 750355

The key safe combination will be released upon full payment.

For the booking to be confirmed, this form must be returned with the deposit within 7 days of receipt.

The deposit secures your booking.

Full payment must be made eight weeks before the event.

If a booking is cancelled less than four weeks before the event, the total hiring fee will be charged.

The deposit will be returned in full if the premises are left clean and tidy and there are no breakages or damages.

Please remove all rubbish from the hall, and do not leave outside the hall.

BACS Payments to:

Boughton-under-Blean Village Hall

Account number: 32738773

Sort Code: 56-00-51

Signature of Hirer:­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Booking confirmed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_