

UP HATHERLEY PARISH COUNCIL

Cheltenham, Gloucestershire

Clerk – Kathryn Oakey, 15 Holmer Crescent, Up Hatherley, Cheltenham, GL51 3LR

Tel: 07403 582472 Email: uphatherleyparish@gmail.com

Up Hatherley Village Hall: Hiring Application Form

Name	
Address	
Postcode	
Contact Number	
Contact Email	
Reason for Hire	
No. Attending	(max capacity 70)

CASUAL USER:	Date Required		
	Time Required, (please include time to prep hall and tidy up)	From:	To:

Note: Please see Conditions of Hire on reverse of this form. When applying to use the hall you agree to abide by these conditions and accept responsibility for adhering to them. Please indicating your agreement below

I HEARBY AGREE TO THE TERMS AND CONDITIONS OF HIRE:	Yes / No
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CASUAL HIRE CHARGES	
CASUAL	
Weekdays	£13.00/hr
Weekends and evenings	£14.00/hr
Non refundable Deposit (incl in total)	£10.00
Total Amount Due: £.....	
Please return deposit of £10 to secure booking, complete below to confirm	
Method	Date Paid / Sent
Direct Payment to: HSBC Bank, 40-17-53, 11376349	
Cheque: Payable to Up Hatherley Parish Council	
Cash	

Please return to the Parish Clerk at the email or address above

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CONDITIONS OF HIRE – Please retain

GENERAL

1. The hall is hired solely for the purpose stated on the booking form.
2. Any hall or kitchen equipment damaged or stolen during the hire period is the responsibility of the hirer.
3. The Parish Council cannot be held responsible for any loss or damage sustained by those hiring the hall. An Accident Report Form should be completed in the event of an accident at the premises, and handed to the Village Hall Manager at the end of the hire period.
4. No alcohol is to be sold on the premises.
5. The hirer is responsible for ensuring the hall and kitchen is left in a clean and tidy condition after use.
6. Please be aware of our neighbours, and keep noise at a reasonable level during the hire period.
7. The hall must be vacated by 10pm.

CASUAL USERS

8. The booking fee contains a **non refundable deposit of £10.**
9. All payments must be received at least one week before the date of hire, and will be non refundable from this date should the event be cancelled.
10. The hirer is responsible for contacting the Village Hall Manager to arrange access to the hall.

Access: Someone will meet you at the hall to let you in; however a key may be collected in advance if no one is available. I will liaise with you prior to the date to confirm.

Heating: The boiler is left on the standard Frost Stat * setting. It may be turned up on arrival if necessary. Please turn back to * on leaving.

Tidy Up: Please ensure that the hall and kitchen is left in a clean and tidy condition after use.