

HADLOW VILLAGE HALL

Williams Field, Marshall Gardens, Hadlow, TN11 0HQ
For booking enquiries email: info@hadlowvillagehall.org
Or phone duty mobile 07399 938059

FEES FOR PRIVATE HIRE FUNCTIONS (w.e.f. 1 December 2017)

Stanley List room (Meeting room): Seated (with tables) 40-50	Monday to Sunday
Hourly rate	£10.00

Main Hall (Sports hall/stage kitchen/bar area) Standing buffet 170 Seated (rows) 160; seated (tables) 90	Monday to Friday	Weekends (+ Bank Hols & New Year)
Hourly rate	£14.00	£16.00

CHILDREN'S PARTY SPECIAL RATES (up to 12 yrs of age):

MAIN HALL: Weekends - 4 hours hire to include setting up and clearing away £50

Weekdays during school holidays - 4 hours hire to include setting up and clearing away £45

(NB: additional hours will be charged pro-rata)

NAME OF HIRER/ORGANISATION:

ADDRESS (incl. postcode)

Tel nos: (Home and mobile) /

Email:

NB: Bouncy castles/soft play modules are only allowed in the main hall (*see Rules & Conditions). If using, you will be asked to complete a separate indemnity form.

Date required:Room(s) required:

Time from To

Purpose of hire:

Total hire fee: / 50% deposit **If hire fee not paid in full at time of booking, then balance to be paid at least 14 days before event. ALL cheques/bank payments payable to HADLOW VILLAGE HALL.**

Fast payment can be made via TFR/BACS/BGC/FPI : Lloyds Bank; Sort code 30-98-63; Account no: 00099260

- At the time your booking is made, a non-returnable deposit of 50% of the fee is required to secure that booking; the balance to be paid at least 14 days prior to the event. Hire deposits will only be returned if notice of cancellation is received via the duty mobile 07399 938059 or email below at least 14 days prior to the function.
- In addition, all bookings are subject to a £100 returnable deposit to be paid at the time your booking is confirmed. [Any event where alcohol is involved the returnable deposit is £200.00.]
- This deposit is secured against theft, breakages, damage or additional cleaning or failure to vacate at agreed time. Written deposit cheques may be left in the safekeeping of the Parish Office and will be refunded/destroyed 7 days after the event provided the Hall is left in a condition satisfactory to the Management Committee. Any breach of these conditions will result in forfeiture of the deposit.
- 'Damage' deposit payments made by bank transfer will be refunded as per para 3 conditions above.

A full copy of the Rules and Conditions of Hire is included with this booking form.

The Hirer should sign below that the Rules and Conditions have been read and agreed.

Signature of Hirer: Date :

**Please return completed form to Parish Office, Old School Hall, Hadlow, TN11 0EH
or by email to info@hadlowvillagehall.org**