

BASILDON VILLAGE HALL AND RECREATION GROUND

Bethesda Street, Upper Basildon, Berkshire RG8 8NU • Registered Charity No. 300115

HIRING AGREEMENT for Children's Party

This hiring agreement is an all inclusive party package for children up to age 12.

Cost = **£60** and includes:

- exclusive use of the Dixon Hall, Bruton Hall, Kitchen and Toilet area only
(Committee Room, Green Room, and Sports Changing Rooms are NOT included)
- 5 x 4ft circular tables AND 12 x rectangular tables
- 80 x plastic stacking chairs

Please note that this is a village hall, not a fully stocked establishment, and amongst the many things that WE DO NOT PROVIDE are tea towels, table linen, etc., but please check with the Bookings Secretary when making your arrangements.

DETAILS

Please print

Date of function: Day Date Month Year

The Hall will be available to the Hirer for the a **maximum of 4 hours**, which INCLUDES clear-up time. Exact hours must be agreed with the Bookings Secretary, but please note that adult supervision (age 21 or over) throughout the entire duration of hire is compulsory.

Time of hire: from to (total of 4 hours maximum)

Hirer's name

Address

..... Postcode

Telephone No Mobile

Email

Anticipated number of persons attending, including all helpers and performers Approximate age range of persons attending

RECREATION GROUND

Please note that hire of the Village Hall building does not include exclusive use of the public recreation ground. You, along with the public, are entitled to use it but **you cannot claim exclusive use**.

Is the Recreation Ground to be used? YES / NO

If YES, please give brief details

ALCOHOLIC DRINKS

Under the terms of this Children's Party hiring agreement **NO ALCOHOL IS PERMITTED**, even for adult helpers.

MUSIC

Unamplified, live music YES / NO Location

Disco YES / NO Location

Amplified, live music YES / NO Location

No music at all YES / NO

RESPONSIBLE PERSONS

The Hirer will be required to have present throughout the whole duration of the function, two "Responsible Persons" aged over 21 years who will not be engaged in duties that will prevent him/her from exercising general supervision.

*Names of Responsible Person(s) must be supplied to the Bookings Secretary.
Please PRINT*

1 Name
Mobile No Home Tel No
2 Name

DEPOSIT AND COST OF HIRE

At the time of booking the Hirer is required to make a **full payment of £90 (ie., £60 hire charge PLUS £30 refundable deposit)**. The deposit will be returned to the Hirer within 14 days of the event unless deductions are necessary. Deductions are at the absolute discretion of the Committee and will be made in the event of any of the following:

- Breach of the General Rules of Use and Hire
- Failure to clear up to a satisfactory standard
- Damage and breakages however caused during the period of hire

In the event of cancellation the deposit is refundable only at the discretion of the Committee.

All cheques to be made payable to **Basildon Village Hall**.

DECLARATION

Please tick

I confirm that I have read a copy of the 'General Rules Governing the Use and Hire of Basildon Village Hall & Recreation Ground', and will strictly observe all the conditions.

I enclose a cheque to the value of **£90.00** (ie., £60 hire charge PLUS £30 refundable deposit) **made payable to Basildon Village Hall**.

Signature Date

Please note that the Committee reserves the right to refuse use of the premises at any stage without refund of any fees or deposit held if inaccurate or misleading information is given.

RETURN ADDRESS

To return this form either place in the letterbox at the Village Hall, or post it to the **Bookings Secretary**:

Mrs Celia Lines
Crossways
Park Wall Lane
Lower Basildon
Berkshire RG8 9PA ... and please remember to include your payment.

OFFICE USE ONLY

CONFIRMATION OF BOOKING

A signed copy of this form will be returned to you as confirmation of your booking.

Signature Date
pp. BVHRG Bookings Secretary / Treasurer

MONIES DUE

TOTAL DUE = £90.00 (£60 hire charge PLUS £30 refundable deposit).
Monies due must be sent to the Bookings Secretary at least 14 days BEFORE the date of hire.
(Cheques to be made payable to **Basildon Village Hall**)

Basildon Village Hall & Recreation Ground (BVHRG) Management Committee

Bookings Secretary: Celia Lines – 07900 681 975 (or 01491 671 893) clines99@aol.com

Chairman – Claire Burroughs: 01491 671442 / cjb99@btinternet.com