

FILLONGLEY VILLAGE HALL

Clerk to the Trustees: Mrs Heather Badham, The Crooked Stile,
St Mary's Road, Fillongley, Warwickshire.
CV7 8EY

fillongleypc@indigoriver.co.uk Telephone 01676 549193

(BLOCK LETTERS PLEASE)

NAME OF APPLICANT _____

ADDRESS _____

TELEPHONE NUMBER _____

EVENING _____

ORGANISATION/ASSOCIATION _____

EMAIL ADDRESS _____

TITLE OF FUNCTION _____

PURPOSE OF FUNCTION (if a dance please state whether private or public) _____

EXPECTED ATTENDANCE _____

DATES REQUIRED _____

TIMES REQUIRED _____

Access required from	a.m./p.m.
Event start	a.m./p.m.
Finish	a.m./p.m.

- The room must be closed **within 15 minutes** after the event finishes. **If the room is not cleared within this time a further charge will be levied at double the normal rate - the minimum charge being one hour.**
- Charges are for whole hours only.
- There is a minimum charge of 3 hours.
- It should be noted that the hire charges quoted are reviewed every year and may be subject to alteration, in which event, the minimum of one months notice will be given in writing.
- Your booking following the return of this form with a deposit of £ (25% of total fee) will be confirmed by receipt of the Trustees usual letter of confirmation.
- The balance will be payable not less than 14 days before the function. (Unless alternative arrangements have been agreed).
- Cheques must be made payable to **FILLONGLEY VILLAGE HALL**

Are you using an outside bar?.....
If so please give name, address and telephone number.....

PLEASE NOTE THAT THE BAR LICENCE IS THE HIRER'S RESPONSIBILITY

Having read the Trustee's Conditions and Regulations, I/We clearly understand and undertake to abide by and confirm to them in the event of this application be granted.

I/We have noted the rule that no persons under 21 years of age may apply to hire any part of the Village Hall.

I/We agree that when the letter of confirmation has been received, this application and such acceptance, together with the said Conditions and Regulations of hiring, shall constitute the legal contract of hiring between the Trustees of Fillongley Village Hall committee and myself/ourselves.

I/We enclose a deposit of £ (25% of the total hire fee) and understand that;

- (1) The balance of the hire charge shall be paid not less than 14 days* prior to the booking. (*unless alternative arrangements have been agreed).
- (2) Should the booking be cancelled more than 28 days prior to the booking, one half of the deposit shall forfeit.
- (3) Should the booking be cancelled between 28 and 14 days prior to the booking, the whole deposit shall be forfeit.
- (4) Should the booking be cancelled within 14 days prior to the booking, the full hire charge shall be payable.
- (5) Under certain circumstances, at the discretion of the Management Committee, a separate deposit (or bond) may be required to ensure that the Hall is left in a satisfactory condition. This is refundable to the payee, once the Hall has been found to be in satisfactory condition after the booking.

Signature of Applicant.....

Position of Applicant.....