



Houghton Village Hall Single Booking

Please read the following before completing the booking form. If you have any questions, please contact the bookings secretary via email bookings@houghtonvillagehall.org.uk

- a) *By requesting to make a booking for hire of Houghton Village Hall you are accepting the full Terms and Conditions of Hire which can be found at <http://www.houghtonvillagehall.btck.co.uk/BookingInfoEnquiries>*
- b) *Please complete the Booking form overleaf, filling in all the relevant details, and return it to the bookings secretary either via email bookings@houghtonvillagehall.org.uk or post it to Bookings Secretary, Houghton Village Hall, Main Street, Houghton on the Hill, Leicester, LE7 9GE.*
- c) *Once the Booking Secretary has received a completed booking form an invoice for the booking will be created and sent to you. Once a booking form has been received any changes will incur an administration fee equivalent to 1 hour hire charge, plus any additional hire charges.*
- d) *If the date of the event is less than one month from the date of the invoice, full payment will be due together with a separate hall care security deposit. You may pay by Bank Transfer (preferred), cheque or cash. We will hold your booking for 1 week to enable you to send your payment, after which we reserve the right to offer that booking slot to other interested parties.*
- e) *If the date of the event is more than one month from the date of the invoice a down payment of 50% of the hire fee is due to secure the booking. We will hold your booking for 1 week to enable you to make this payment, after which we reserve the right to offer that booking slot to other interested parties.*
- f) *The hall care security deposit can be paid by BACS or by cheque. It is to cover any damage, breakages, failure to arrive or leave on time, additional cleaning or missing items that may occur during the hire. If none of the foregoing occur, your hall care security deposit will be returned after the event (a cheque will be destroyed).*
- g) *Please make all cheques payable to "Houghton Village Hall" and mail them with a copy of the invoice to: Mr M. Scase, Houghton Village Hall Treasurer, 30 Firs Road, Houghton on the Hill, LE7 9GU.*



Houghton Village Hall Booking Form

Please complete this Booking Form and return it to the Bookings Secretary (preferable via email). Once received an invoice for the booking will be created, if you wish to enquire about a potential booking please contact the Booking Secretary before filling out this form.

Booking Secretary Email: bookings@houghtonvillagehall.org.uk

1 **The Hirer's Name** (must be over 18 years old)

Organisation (if applicable)

Contact full postal address

Postcode

Contact Phone Number

Email

2 **Facilities Required**

<input type="checkbox"/>	Main Hall	<input type="checkbox"/>	Club Room	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Cutlery & Plates
<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Tables & Chairs	<input type="checkbox"/>	Parking Cones		

Facilities Provided by Hirer

<input type="checkbox"/>	Indoor Bouncy Castle	<input type="checkbox"/>	Outside Bouncy Castle	<input type="checkbox"/>	External Caterers
<input type="checkbox"/>	Outside Marquee	<input type="checkbox"/>	Other:		

3 **Type of Event**

<input type="checkbox"/>	Public (Selling Tickets)	<input type="checkbox"/>	Private (non-paying guests)				
<input type="checkbox"/>	Children's Party	<input type="checkbox"/>	Other Family Party	<input type="checkbox"/>	Wedding Party	<input type="checkbox"/>	Dance
<input type="checkbox"/>	Quiz	<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Supplying Alcohol	<input type="checkbox"/>	Running a Cash Bar				
How many people will be attending		<input type="checkbox"/>	Adults	<input type="checkbox"/>	Children		

4 **Date and Time of Hire, which must include time for setting up the event, and cleaning up afterwards**

Date			
Booking Start Time	<input type="text"/>	Booking End Time	<input type="text"/>

I have read and agree to the terms and conditions and request an invoice to be created using the details provided above (please tick)

Signed _____

Date _____