



# Cliddesden Millennium Village Hall

Church Lane, Cliddesden, Hampshire RG25 2JQ

Registered Charity No. 257526

## BOOKING FORM AND AGREEMENT FOR HIRE OF THE HALL

### Part A: Booking Form (Hirer to complete in BLOCK CAPITALS)

#### Hirers Details:

Organisation:  
(if applicable)

Name: .....  
(Individual Hirer or the Organisation's Authorised Representative – must be over the age of 21)

Address: .....  
..... Postcode: .....

Telephone: ..... Mobile: .....

Email: .....

#### Event Date, Time and Purpose of Hire:

Date of Hire: ..... Time from: ..... to: .....

Purpose of Hire: .....

Numbers of Users (max 200 for Fire Regulations) ..... Hirer's own insurance in place: YES / NO

If Appropriate: DBS No's ..... Hirer's Safeguarding Policy presented: YES / NO

Covered by the Hall's existing licensing conditions? YES / NO **If NO, please contact Bookings Secretary**

Will alcohol be available? YES / NO **If YES, please complete Part B**

#### Hire Costs:

Cost of Hire: £ ..... Plus deposit (if applicable) £ .....  
(Cheques to be made payable to "Cliddesden Village Hall")

Returned deposit cheque to be made out to:  
or Account Name if by electronic bank transfer: .....

Sort Code: ..... Account Number: .....  
(please provide if deposit to be returned by electronic bank transfer)

#### Note:

The Deposit will be lost and not returned if the Hirer:

- i. Cancels the booking in advance of the Hire – PART or ALL.
- ii. Breaches the Behaviour or Lawful Use Conditions – TOTAL LOSS.
- iii. Breaches the Cleanliness Condition – COST OF CLEANING, the minimum cost of additional cleaning is £20, but where professional cleaners are required (for example to clean a floor made sticky by alcohol) the minimum cost will be £80.
- iv. Failure to Vacate on Time – £50 for each 15 minutes over the booked time.

#### Personal Data Privacy Statement

We do not use the personal data you have provided on this Booking Form for any purposes other than in direct relation to the Hire of the Hall covered by this form. Copies of Booking Forms are retained for 6 years for accounting purposes and for longer where required by the Hall's insurers. If you require further information, please email [privacy@cliddesdenhall.org.uk](mailto:privacy@cliddesdenhall.org.uk).



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## Part B: Extra Conditions Applicable Where Alcohol Is Available

As per Condition 4 of the Conditions of Hire of the Cliddesden Millennium Village Hall, two Guarantors (including the Hirer if appropriate), who must be over the age of 25, must guarantee that the function will comply with the Licence Conditions concerning behaviour, lawful use, cleanliness and times.

Please supply the details of the two Guarantors below:

1. Name: ..... Age: .....

Address: .....

..... Postcode: .....

Telephone: ..... Mobile: .....

Signature: ..... Date: .....

  

2. Name: ..... Age: .....

Address: .....

..... Postcode: .....

Telephone: ..... Mobile: .....

Signature: ..... Date: .....

As per Condition 4 of the Conditions of Hire of the Cliddesden Millennium Village Hall, where alcohol is to be sold, this can only be by an individual holding a valid Personal Licence.

Please supply the details of the Personal Licence holder below:

Name: .....

Company: .....

Address: .....

..... Postcode: .....

Personal Licence Number: .....

I, the Hirer, have read the Premises Licence Part A and confirm that I am aware of the terms of the licence and will ensure this is complied with during the period of hire.

I, the Hirer, have read the Age Verification Policy and can confirm I am aware of the age verification policy operated at the premises and will ensure this is complied with during the period of hire.

I, the Hirer, have read the table of offences under the Licensing Act 2003 and I am aware that I may be liable to prosecution under the act should an offence occur during the period of hire.



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## Part C: Signature of Hirer

By signing this form the Hirer:

- a) confirms to have read and understood the conditions applicable as set out in the current document headed "Conditions of Hire of the Cliddesden Millennium Village Hall" and any Supplementary documents supplied.
- b) confirms to have read and understood the requirements of the Premises Licence issued by Basingstoke & Deane Borough Council.
- c) agrees to comply with the Conditions of Hire and any Supplementary Conditions of Hire supplied, and to be the designated responsible person to ensure compliance with the Premises Licence.
- d) agrees to pay the cost of Hire and agrees to the conditions concerning hours, payments and vacating the premises as set out in the current document headed "Conditions of Hire of the Cliddesden Millennium Village Hall" and any associated or Supplementary documents supplied.

Signed: .....

Name: ..... Date: .....

**Once Parts A, B (if required) and C have been completed, please send the originals to the Cliddesden Millennium Village Hall Bookings Secretary, Mrs P Rampton, 4 Church Lane, Cliddesden, RG25 2JQ or [bookings@cliddesdenhall.org.uk](mailto:bookings@cliddesdenhall.org.uk). Please retain a copy of the forms for your own reference.**

Parts D and E will be completed on behalf of the Management Committee and returned to the Hirer for retention.

## Part D: Confirmation of Booking and Agreement

Date of Hire: .....

The Cliddesden Millennium Hall Bookings Secretary, as the authorised representative of the Management Committee, confirms the above booking and agreement.

Permission is given for issuing a Temporary Event Notice.

(only applicable where the Hirer has answered "NO" in Part A above – delete if not applicable)

Signed: .....

Mrs P Rampton, Cliddesden Millennium Village Hall Bookings Secretary, 4 Church Lane, Cliddesden, RG25 2JQ

## Part E: Invoice:

Date of Hire: .....

The amount of £ ..... is due before the date of Hire.

**Electronic payment to be made to "Cliddesden Village Hall", Lloyds TSB, Sort Code: 30-90-53, Account: 01452048.**

(Electronic payment preferred. Cheques to be made payable to "Cliddesden Village Hall".)

Payment must be made in six weeks advance of the booking date or as agreed with the Bookings Secretary.

Deposits will be returned once satisfactory vacation of the Hall is confirmed.