![PaultonVillageHalllogo[1]]()

Paulton Village Hall, Farrington Road, Paulton, BS39 7LW

Telephone: 01761 413644

Email: paultonvillagehall@gmail.com

**APPLICATION TO HIRE THE VILLAGE HALL**

|  |  |
| --- | --- |
| **Name of Hirer/Organisation** |  |
| **Name of Contact** |  |
| **Address** |  |
| **Contact Number(s)** |  |
| **Email address** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Hire** | **Time of Hire** | **Private Function (please state, i.e.: Children’s Party, Table Top Sale, Dance, Wedding** | **Non-Private Function****(please state)** |
|  |  |  |  |
| **Hire Charge (to be paid separately from deposit)** | **Damage Deposit** | **Refuse Deposit** | **Key Deposit** |
| £  | £100 | £15 | £45 |
| Pd: | Pd: | Pd: | Pd: |

(Cheques payable to Paulton Village Hall – all payments to be made at time of booking)

THE HIRE OF DOORMEN MAY BE NECESSARY DEPENDING ON CLASSIFICATION OF HIRE. PLEASE LIAISE WITH THE HALL ADMINISTRATOR. Doorman…………………………………………………………..

\*THERE WILL/WILL NOT BE A LICENSED BAR (Delete as applicable) \*Please see Conditions of Letting

Please complete and return this form to Paulton Village Hall together with hire charge and deposit **– NB: The hall will not be reserved until this form is signed, together with the Conditions of Letting and returned together with hiring fee and refundable deposit**.

I/We confirm that I/we have received a copy of the Fire Procedures and a copy of the fire exits and assembly points.

I/We undertake to abide by the terms of this application form and the Conditions of Letting.

I/We have read and understand Paulton Parish Council’s, trustee of Paulton Village Hall, Privacy Notice (within the Conditions of Letting).

I/We agree by signing below that the Council may process my/our personal information for providing information and corresponding with me/us.

I/We have the right to request modification on the information that you keep on record.

I/We agree that Paulton Parish Council can keep my/our contact information data for an undisclosed time or until I/we request its removal.

**Signed: …………………………………………………………. (I am over 18 years of age) Date:…………………………………………………**

**PLEASE NOTE:**

* All functions must finish, and the Village Hall be cleared by midnight
* No electronic apparatus is provided
* Hirers are respectfully asked to leave the Hall and car park quietly
* All rubbish to be removed from the hall when you leave
* The hirer will be liable for any external or internal part of the property which is vandalised, damaged or removed by a member of their party and will be liable for any charges which are occurred in this respect. Please check before using adhesives on walls (blu tac, tape, may cause damage). Any damage may require repair at the hirer’s expense.
* The hall is licensed and insured for a maximum of 200 people (100 seated). This must not be exceeded.
* All hirings undertaken at your own risk.