

Cradley Village Hall

21st Century facilities in 16th Century surroundings

AGREEMENT



Between: Cradley Village Hall Management Committee and

Name:

Organisation:

Tel No:

Email:

Address:

Details of Hire

Event Description: Estimated Numbers Attending:
(Check conditions)

Date Required 24 hour clock please i.e. 3pm =15:00 hrs

| Set up Date | start | finish | total hrs | est cost |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Event Date | start | finish | total hrs | est cost |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Clear Up Date | start | finish | total hrs | est cost |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Facilities Required from Hall

| | | | | |
|---|--------|---------|--------------------|----------|
| Main Hall (inc Kitchen) | Yes/No | Specify | | est cost |
| Resource Centre | Yes/No | Specify | If commercial hire | est cost |
| Bar facility | Yes/No | Specify | | no cost |
| P/A sound system | Yes/No | Specify | | no cost |
| Projectors laptops | Yes/No | Specify | If commercial hire | est cost |
| Other | Yes/No | Specify | | est cost |
| Permission to supply own alcohol | Yes/No | Specify | | est cost |

Amount Required on or before

Security Deposit Required with Booking

Security deposit will be returned 7 days after the completion of the hire providing that all of the conditions of booking have been adhered to. We reserve the right to deduct from the deposit amounts for loss of equipment, damage, removal of rubbish or returning the Hall to its required state

Received Security Deposit in the above sum Signed

I hereby agree to be bound and abide by the terms and conditions of Hire as stated in the attached sheets and fully understand my obligations to fulfil those terms and conditions as presented therein.

Signed Date

Witnessed on behalf of Cradley Village Hall Management Committee

Signed Date

Invoiced Cost of hire may differ due to changes from estimated usage

When Completed please send to: Bookings Secretary, Bulls Head Cottage, Cradley WR13 5LQ