|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fiskerton Village Hall Hire Agreement**  **Registered Charity No. 512025**  Please read attached Conditions of Hire and Fire Safety information before completing and signing this Hire Agreement. All payments for Functions (including returnable security bond) must be paid in advance of booking being accepted and confirmed.  **Hire Rates:** **Regular users**: £12.00 per hour (Minimum of 10 bookings per year)  **Functions**: £15.00 per hour plus separate additional returnable security bond of £50  Please make both cheques payable to Fiskerton Village Hall.  Return the form with payment to: -  Adrian Walker, 25 Ferry Road, Fiskerton, Lincoln, LN3 4HW. Telephone: 07510 281 232 | | | | |
| Event: |  | Date Required: | |  |
| Time from: |  | Approximate number attending: | |  |
| Time to be vacated: |  | Bar Required? | | Yes / No |
| Please indicate if you hold a key to get into the hall | | | | Yes / No |
|  |  |  | |  |
| Hirers Name: | | | | |
| Address: | | |  | |
|  | | |  | |
| Post Code: | | |  | |
| Telephone: | | |  | |
| Mobile: | | | Email: | |
|  | | |  | |
| By signing below, I confirm that I have received and read the Conditions of Hire, additional COVID-19 hire conditions and Fire Safety Information. As the HIRER, I confirm I am at least 18 years of age and that I accept responsibility for being in charge for the duration of the event and for ensuring that all conditions of hire are met by myself and any third parties attending.  Fiskerton Village Hall follow the Governments directive on General Data Protection. By ticking this box and signing below I consent to Fiskerton Village Hall storing my data for the purpose of making this booking only.  Please tick  I understand that my data will not be passed on to any third party. | | | | |
| Hirers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |  |
| --- | --- |
| **OFFICE USE ONLY** | |
| Hirers Name |  |
| Date of Event |  |
| Times of event |  |
|  |  |
| Hiring agreement terms and conditions signed and returned | Y / N |
| Set-up time prior to event agreed with booking secretary | Y / N |
| Payment received | Y / N |
| £50 Bond received | Y / N |
| Invoice required | Y / N |
| Hire rate total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cash / CHQ |
| Booking acknowledged and confirmed | Y / N |
|  |  |
|  |  |
| Booking Cancelled | Y / N |
| Bond refunded | Y / N |
|  |  |
| Bond withheld and reason | |