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| **Fiskerton Village Hall Hire Agreement**  **Registered Charity No. 512025**  Please read the 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)  **Private Functions**: £15.00 per hour plus additional returnable security bond of £50  Please make cheques payable to Fiskerton Village Hall.  Return forms and payment to: - Booking Sec, 25 Ferry Road, Fiskerton, Lincoln, LN3 4HW. Telephone: 07495 535782, Email: bookings@fiskerton-lincs.org.uk | | | | | | |
| Event: | |  | | | | |
| Date: See below for multiple dates | |  | Approximate number attending: | | |  |
| Time from: | |  | Time to be vacated: | | |  |
| Bar Required? | | Yes\* / No | Do you hold a key for the hall | | | Yes / No |
|  | | \*Bar bookings normally require a minimum of 2 weeks’ notice & the additional request form is to be completed | | | | |
| Hirers Name: |  | | | | | |
| Address: |  | | | Additional Information / Multiple Dates: | | |
|  |  | | |
| Post Code: |
| Tel / Mob: |
| Email: |
|  | | | |  | | |
| By signing below, I confirm I have read the Conditions of Hire, additional COVID-19 hire conditions and Fire Safety Information. As the HIRER, I confirm I am at least 25 years of age, 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.  In accordance with Governments directive on General Data Protection Regulations by ticking this box and signing below I consent to Fiskerton Village Hall storing my data for the purpose of making this booking only.  I understand that my data will not be shared with any third party. Please Select / Tick | | | | | | |
| Hirers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **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 | |