

## CHILTON VILLAGE HALL BOOKING FORM

COMPLETION OF THIS FORM DOES NOT IMPLY THE EXISTENCE OF AN AGREEMENT. CONFIRMATION OF AN AGREEMENT WILL BE FORWARDED BY THE CHILTON VILLAGE HALL MANAGEMENT COMMITTEE (CVHMC) IF THIS APPLICATION IS APPROVED.

*THE CVHMC RESERVE THE RIGHT TO REFUSE ANY APPLICATION.*

I wish to hire Chilton Village Hall in accordance with the Standard Conditions of hire and the Schedule of Special Conditions shown overleaf.

NAME: .....

ADDRESS: .....

POST CODE: ..... TELEPHONE No: .....

E-MAIL: .....

ORGANISATION: .....

PURPOSE OF HIRE: .....

*(Dance, party, meeting etc.)*

DATE OF HIRE: ...../...../..... FROM: ..... TO: .....

*(Casual Hirers: A minimum charge will apply: 3 hours for a 2-hour function and 5 hours for an evening 4-hour function. This will allow 1/2 hour for both setting and clearing up. Any further time will be charged at the standard rate.)*

I will require: MAIN HALL ONLY\* / MEETING ROOM ONLY\* / MAIN HALL & MEETING ROOM\*

*(\*Delete as required)*

Commercial hirers are reminded that they must provide Public Liability insurance (£5,000,000 minimum indemnity).

**NOTE** If alcohol is to be sold it is the hirers responsibility to ensure that the person providing this service has the appropriate Temporary Event Notice obtainable from Vale of White Horse District Council. Hirers may be requested to show proof of the relevant documentation. *It is also required that the licensee should display a current price list.*

NAME & ADDRESS OF LICENSEE (Alcohol): .....

I enclose the **FULL HIRE FEE PLUS £40 DEPOSIT (OR IN THE CASE OF 18TH OR 21ST PARTIES £250 DEPOSIT – 18th and 21st parties are restricted to Chilton Parish residents only)** (cheques made payable to CHILTON VILLAGE HALL MANAGEMENT COMMITTEE). All moneys will be returned if this application is not approved.

Regular hirers may pay their fees by arrangement with the Treasurer but should note that a single deposit of £40 will be retained until such time as their hire is terminated.

SIGNATURE: ..... DATE: ...../...../.....

Return Completed Form to:

**KEITH WOODS**

Layton Cottage, Main Street, Chilton, Didcot, Oxfordshire OX11 0RZ

Tel: 01235 831750

<b>CURRENT CHARGES (from 1/4/11)</b> <i>(All rates are per hour, fractions of hours will be charged at the full hour rate)</i>	<i>Number of Hours</i>	<i>Main Hall (per hour)</i>	<i>Meeting Room (per hour)</i>	<i>Both (per hour)</i>	<i>Deposit</i>	<i>TOTAL</i>
Regular Village Hirers		£7.75	£5.25	£13.00		
Casual Village Hirers		£9.75	£6.25	£16.00		
Regular Non Village Hirers		£12.25	£7.25	£19.50		
Casual Non Village Hirers		£14.75	£7.25	£22.00		
Village Commercial Hirer / Regular <i>(per month/week)</i>		<i>Negotiable</i>				
Daily Rate [Non Commercial] <i>(9am to 12 midnight)</i>	—	—	—	£105.00 <i>(Daily)</i>		
Daily Rate [Commercial] <i>(9am to 12 midnight)</i>	—	—	£25.00	£200.00 <i>(Daily)</i>		