

**Newnham Armoury Village Hall - Hire Agreement - Part 1
BOOKING FORM**

TO BE RETAINED BY NEWNHAM ARMOURY VILLAGE HALL MANAGEMENT COMMITTEE

1. The Hirer: Name of organisation or individual

Name of event

Authorised representative

Address

Contact phone number

Contact email

2. Hirer's requirements:

Hall upstairs	<input style="width: 60px; height: 25px;" type="checkbox"/>	Use of kitchen	<input style="width: 60px; height: 25px;" type="checkbox"/>
Hall downstairs	<input style="width: 60px; height: 25px;" type="checkbox"/>	Permission to sell alcohol	<input style="width: 60px; height: 25px;" type="checkbox"/>

Date & times required

3. Hire fee:*

Per hour	<input style="width: 60px; height: 25px;" type="text"/>	Sale of alcohol per hour	<input style="width: 60px; height: 25px;" type="text"/>	Per session	<input style="width: 60px; height: 25px;" type="text"/>
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*A table of the standard hire fees is displayed in the entrance hall.

I have been given and accept the Standard Conditions of Hire listed in Part 2 of this Agreement

Signed by the authorised representative named in clause 1 above:

Signature: Date:

If permission to sell alcohol is requested:

I have been given and accept the Standard Conditions of Hire (B) listed in Part 2 of this Agreement

Signed by the authorised representative named in clause 1 above:

Signature: Date:

The Armoury Village Hall Management Committee accepts this booking on payment of the hire fee.

Hire fee paid: Yes/No

With thanks. A receipt will be given.