



# Chedzoy Village Hall

Front Street, Chedzoy, TA7 8RE

Registered Charity No 263275

Established 1914

## Booking Application & Contract of Hire

Please complete two copies of this form in ink, using block capitals, and return them with the appropriate fee, to: The Booking Secretary, Rodney Young, at Peartree House, 42 Higher Road, Chedzoy, Bridgwater, TA7 8QU

DATE OF APPLICATION \_\_\_\_\_

PERSON RESPONSIBLE FOR BOOKING  
(The 'Hirer') \_\_\_\_\_

NAME OF ORGANISATION (if appropriate) \_\_\_\_\_

ADDRESS OF HIRER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

TELEPHONE NUMBER(S) \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

ESTIMATED NUMBER ATTENDING \_\_\_\_\_ Age Group \_\_\_\_\_

DATE(S) OF HIRE \_\_\_\_\_

THE FUNCTION STARTS AT \_\_\_\_\_ am/pm AND ENDS AT \_\_\_\_\_ am/pm

ACCESS IS REQUIRED - PRIOR TO FUNCTION \_\_\_\_\_ AFTER FUNCTION \_\_\_\_\_

*Please note that other bookings may not permit prior access, but we will endeavour to ensure you have access whenever possible*

DATE \_\_\_\_\_ DATE \_\_\_\_\_

TIME \_\_\_\_\_ am/pm TIME \_\_\_\_\_ am/pm

ADDITIONAL REQUIREMENTS CATERING \_\_\_\_\_ ALCOHOL SALE \_\_\_\_\_

PROJECTOR \_\_\_\_\_ MARQUEE ERECTION \_\_\_\_\_

**IF ALCOHOL IS TO BE SOLD**  
then the Hirer must be responsible for arranging their own license.  
Speak to the Booking Secretary for more information

I have read, understand and accept the booking conditions \_\_\_\_\_ (Signature)

Payment in full, or a non-returnable deposit of 50% of Hire Charge is required for this booking. Any balance to be paid at least one month before the date of the event, along with a Security Deposit of £100. The Security Deposit may be cash, or a cheque (payable to Chedzoy Village Hall) which will be held and returned/destroyed 7 days after the event if all conditions regarding the Hall use and removal of rubbish/food waste have been complied with.

### UNTIL THIS FORM IS RETURNED TO THE HIRER, DULY SIGNED, THE BOOKING IS PROVISIONAL

Hire Charge	£
Deposit	£
Outstanding	£
Security Deposit	£100

I confirm that the booking for \_\_\_\_\_  
has been accepted. \_\_\_\_\_

\_\_\_\_\_  
on behalf of  
Chedzoy Village Hall