

# HOVINGHAM VILLAGE HALL HIRE – Booking Form/Hire Agreement

www.hovingham-village-hall.org.uk  
Main Street, Hovingham, North Yorkshire YO624LF

<b>Name and Address of Hirer :</b>	
<b>Contact Telephone Numbers</b>	<b>Email address</b>

<b>Name of Organisation (if any):</b>
<b>Date(s) Required (Please state if this is a regular booking)</b>

<b>Rooms and Times Required</b>	<b>From</b>	<b>To</b>
<b>Main Hall</b>		
<b>Community Room</b>		
<b>Kitchen</b>		
	Please note that any booking must finish by 12 midnight	

<b>Purpose of Booking</b>	Please state if for Public or Private Use, Nature of Event and anticipated number of attendees

<b>Will Alcohol be available at your event</b>	Yes	No
Note: if alcohol is to be available, you must discuss licensing arrangements with the Bookings Secretary		

<b>Hire Fee</b>	£	
All hire fees must be paid before or at the commencement of the period of hire. A deposit of 50% of the hire fee is required, payable at the time of booking, for single event bookings. An additional security deposit may be required, payable in advance, at the discretion of the Bookings Secretary. This will be refunded in full within 28 days after the period of hire provided no damage or loss caused to the Village Hall and no complaints received about the hirer's use of the Village Hall.		

- Please sign below to confirm your agreement to the Standard Terms and Conditions of Hire (attached).
- Please return this form to the Booking Secretary - Janice Wood  
Email: janicewood@hovingham.org.uk or mail to 5 High Street, Hovingham, North Yorkshire, YO62 4LA  
Queries to Janice Wood above and at Telephone: 01653 628952
- A copy will be returned to you to confirm the booking.

<b>Signed</b>	<b>Dated</b>

**Please note:**  
All Bookings are at the absolute discretion of the Booking Secretary.  
Special conditions may be applied to any booking as the Booking Secretary considers reasonable.  
Confirmed Bookings may be cancelled in certain circumstances - please refer to the Terms and Conditions for details.

<b>Would you like your event to be included in the Village Diary</b>	Yes	No
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