**FRADLEY VILLAGE HALL, CHURCH LANE, FRADLEY WS13 8NL**

CHARITY NO. 522662

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of hirer**  **Or Organisation’s representative** | | | | | |  | | | | | | |
| **Organisation** (if applicable) | | | | | |  | | | | | | |
| **Address** | | | | | |  | | | | | | |
| **Contact No. Phone**  **Mobile** | | | | | |  | | | | | | |
| **Email Address** | | | | | |  | | | | | | |
| **Booking Date(s)** | | | | | |  | | | | | | |
| **Time Period** | | | | | |  | | | | | | |
| **Purpose of Booking** | | | | | |  | | | | | | |
| **ROOMS AND FACILITIES REQUIRED**  Please tick below all or any of rooms and services | | | | | | | | | | | | |
| **Whole of Main Hall** | |  | | | **Front of Hall (Large end)** | | | |  | | **Rear of Hall (small end)** |  |
| **Stage Required** | |  | | | **Stage Lights Required** | | | |  | | **Microphone Required** |  |
| **Bluetooth Speaker System Required** | | | | | | | | |  | | **Meeting Room** |  |
| **Early Set up (1.5 Hours)** | | | |  | | **Late Finish Access to hall until 12 midnight** | | | | | |  |
| **Form of Entertainment (e.g. Bouncy Castle)** | | | | | |  | | | | | | |
| **Is alcohol going to be on the premises** | | | | | |  | | **Is alcohol being sold or Included in tickets sold?** | | | |  |
| **Temporary Event Notice (through Lichfield D.C)** | | | |  | | **Requesting Village Hall Bar Licence?** | | | | | |  |
| **Hire Fee** | **£** | | **Booking Deposit** | | | | **£** | | | **Caution Deposit** | | **£** |
| *Payment in full or agreed deposit must be paid with completed booking form within 7 days before this booking can be confirmed*. | | | | | | | | | | | | |
| The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the Village Hall Standard Conditions of hire for the time being in force and as annexed hereto and in the rules governing the Village Hall.  I confirm that I \*will / will not be selling alcohol. \*I have applied for the necessary licence which will be presented to the Booking Secretary before hire of the Hall.  \*Delete as necessary.  *Please note that it is a serious offence to sell alcohol without a licence and the committee reserves the right to enter the premises during a function to check that the law is being complied with.*  Signed………………………………………………………………….………… Dated …………………………………………  Organisation …………………………………………………………………. | | | | | | | | | | | | |

**Please sign and return with the appropriate payment to the Village Hall’s Authorized Representative**

**Anya Puchala Verney, 8 Paskin Close, Fradley WS13 8NZ email** [**fradleyvillagehall2019@gmail.com**](mailto:fradleyvillagehall2019@gmail.com)

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