Minsterworth Village Hall

Main road, Minsterworth GL2 8JH

Telephone: 01452 750492 Registered Charity No: 255668

Email: bookingminsterworthvh@btinternet.com

**APPLICATION FOR HIRE (ONE DAY)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Hirer (minimum age 21) |  | | | |
| Organisation (if applicable) |  | | | |
| Contact Address |  | | | |
|  | | | Post Code |
| Telephone (mobile) |  | | | |
| Telephone (landline) |  | | | |
| Email address |  | | | |
| Purpose of hire |  | | | |
| Date required |  | | | |
| Event start time |  | Event finish time | |  |
| Access required from |  | Access required until | |  |
| Approx. number of attendees |  | | | |
| Will alcohol be consumed by attendees at the event? | | | YES / NO | |
| I intend to apply for a Temporary Event Notice for the sale of alcohol at this event | | | YES / NO | |
| I intend to pay by Bank Transfer (preferred) or cheque ***(delete as appropriate)*** | | | Bank Transfer/Cheque | |
| Any other special requirements |  | | | |
|  | | | |

**I have read and agree to abide by the terms outlined in the Minsterworth Village Hall Conditions of Hire.**

|  |  |
| --- | --- |
| Name of Hirer |  |
| Signature |  |
| Date |  |

**To secure your booking, please return the completed form to the address below complete with a non-refundable deposit of 25% of the hire charge for personal events. Exhibitions & day conferences are required to pay a non-refundable deposit of £75. Deposits can be paid by bank transfer (Sort code: 40-17-10 Account number: 61583689) or if necessary, by cheque (payable to ‘*Minsterworth Village Hall’)*. The remaining balance is due one week prior to the event.**

**Brian Billingham, Bookings Secretary, Minsterworth Village Hall, Main Road, Minsterworth, GL2 8JH**

***GDPR compliance –*** *The personal data of the Hirer will be securely stored for the period of this booking and subsequent invoicing only. Once the booking is complete, all details will be destroyed. Minsterworth Village Hall will not pass on your contact details to a third party without your prior consent.*

***Please tick here if you do not wish to receive further correspondence from Minsterworth Village Hall*** 🞏