

LURGASHALL VILLAGE HALL

Registered Charity Number 225718

Booking Form

Type of event:	
Name of hirer: (If an organisation, please also give name of person responsible for hire)	
Contact details:	Email: Mobile: Landline: Postal address:
Details of proposed hire	
Date:	2020
Duration of event: (Evening events must finish by midnight and music must end no later than 11.30pm)	___am/pm on the day of hire
If you require set-up time...from when? (Heating must <i>not</i> be put on more than 2 hours before an event)	___am/pm on the day of hire
If you require extra clear-up time...by when will you vacate the Hall?	___am/pm on the day of hire or ___am/pm the next day
Will you be using the kitchen and its equipment?	YES or NO?
Do you wish to use the Hall's a/v system?	YES or NO?
Will alcohol be consumed at the event?	YES or NO? (If 'yes', you must complete an Alcohol Licence Form)

Fees:

Hire fee: £	Deposit (if applicable):	Bar supplement:
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- Hire fee and any bar supplement to be paid in advance, by bank transfer or cheque.
- Bank details: *NatWest; Sort Code: 60-10-14; Account No: 87752506; Account Name: Lurgashall Village Hall.*
If paying by online transfer, please email the Booking Secretary when you have made the payment.
- Cheques payable to 'Lurgashall Village Hall'.
- Booking is confirmed on receipt of payment.

I confirm that <ul style="list-style-type: none">• I have read the Terms & Conditions of Hire and the Addendum relating to Covid-19 and I agree to be bound by them.• I have received and understand the Information for Hirers.• I agree to refund Lurgashall Village Hall for all losses, breakages and damage.• I agree to pay £15 per hour for any time that has to be spent restoring the Hall to a good state of repair and condition if it is not left clean, tidy, in working order and with all the equipment returned to its proper place. <p><i>In order to comply with General Data Protection Regulation (GDPR), effective from May 2018, Lurgashall Village Hall Management Committee requires your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your hire of the Hall or its equipment or your participation in Hall events. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.</i></p> <p>Signed: _____ Date: _____</p>
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Please return completed form(s) and cheques to the Booking Secretary,
The Green, Lurgashall, West Sussex, GU28 9ET. Email: admin@lurgashallvillagehall.org. Tel: 07796 162304