**LURGASHALL**

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**Registered Charity Number 225718**

**Booking Form**

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| **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:** | **2024** |
| **Duration of event:**  (Evening events must finish by midnight and music must end no later than 11.30pm) | \_\_\_am/pm to \_\_\_am/pm on the day of hire |
| **If you require set-up time...from when?** (Heating must *not* 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:** |

* 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**

* I have read the Terms & Conditions of Hire 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.

*In order to comply with* ***General Data Protection Regulation (GDPR)****, 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. 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.*

**Signed: Date:**

**Please return completed form(s) (and cheque) to the Booking Secretary,**

**The Green, Lurgashall, West Sussex, GU28 9ET. Email:** [**admin@lurgashallvillagehall.org**](mailto:admin@lurgashallvillagehall.org)**.**