**NYMPSFIELD VILLAGE HALL - APPLICATION TO HIRE**

## To be returned to Marie Knight the Bookings Secretary at

Vale View, Church Street, Nympsfield, Glos GL103UB

**Or email to: Nympsfieldvillagehall@gmail.com**

|  |  |
| --- | --- |
| NAME OF PERSON OR ORGANISATION |  |
| NAME OF CONTACT (filling out the Booking Form) |  |
| EMAIL ADDRESS OF CONTACT |  |
| TELEPHONE NUMBER OF CONTACT |  |
| NAME OF RESPONSIBLE PERSON TO BE IN CHARGE  OF THE PREMISES THROUGHOUT YOUR EVENT (see Standard Conditions of Hire) |  |
| TELEPHONE NUMBER OF RESPONSIBLE PERSON |  |

Note Bookings cannot be made on-line. Until a booking confirmation email is sent to you from the Village Hall booking system, Hallmaster, the booking is not confirmed.

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| --- | --- | --- | --- | --- | --- |
| **DETAILS OF BOOKING(S)** | | | | | |
| MONTH | DATE(S) | START TIME | FINISH TIME | NUMBER ATTENDING | NATURE OF EVENT |
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| **NOTE- FOR BOOKINGS 2 HRS AND SHORTER DUE TO COVID-19 AN ADDITIONAL 15 MINUTES BEFORE AND AFTER THE BOOKING WILL BE ADDED TO THE BOOKING TIME TO COVER CLEANING AS SPECIFIED IN SCC3. CONFIRMATION OF THE BOOKING WILL BE EMAILED** | | | | | |
| DO YOU INTEND TO HAVE AN EVENT WITH LICENSABLE ACTIVITIES? Please answer **Yes** or **No ……………**  **Please see the information on licensable activitiesin the General Rules 12. If answer is YES a valid licence must be shown to the Bookings Secretary before the event starts.** | | | | | |

I confirm I have read and agree to the “Standard Conditions of Hire”, “General Rules” and “Special COVID conditions SCC” and all associated documentation found on the web site: Nympsfieldvillagehall.org.uk

SIGNED BY OR ON BEHALF OF THE HIRER................................................................……............DATE...........................

ADDRESS........................................................................................................................................................................

……………………………………………POST CODE……………………………………….TELEPHONE …..………………………………………………..

**Payment should be made by transfer upon receipt of an invoice to:**

**Lloyds Account name: Nympsfield Village Hall CIO Sort: 309191 Account No.: 55542360**