

DONNINGTON PARISH HALL - Booking Agreement

Stockbridge Road, Donnington, Chichester, PO19 8QT

Booking Secretary: Liz Cooper Correspondence address : 34 Graydon Avenue, Chichester PO19 8RF
Booking Telephone No. 0772 9636630 (or 788321) Email Donnington_parish_hall@yahoo.co.uk

NO SMOKING is permitted in any part of the premises and stiletto heels must not be worn

NOTE: The person signing this Agreement as Hirer acknowledges to have received and read and agreed to the Terms & Conditions of Hire currently in force (December 2015).

1. Hirer's Full Name:
Hirer's Address:
.....
Hirer's Telephone No: Email address.....
2. Purpose of Hire. Please give **FULL DETAILS** including expected number of persons.....
.....
3. Please confirm the Hirer is aged **OVER 21 years**: YES/NO
4. Please confirm that the Hirer is the person taking responsibility for all damage/breakages etc: YES/NO
5. TENS Form Required? Please indicate: YES/NO
6. Please state **CLEARLY** the rooms being booked : Main Hall, Committee Room or Westwing
NOTE: Use (jointly where necessary) of the kitchen and garden is included in the fee for the Main Hall.
.....
7. Please state the **DATE & TIME** of the booking
NOTE: 15 minutes before and after this period are allowed for setting up and clearing away.
8. Please confirm you have all required Public Liability Insurance/Safeguarding procedures for your booking: YES/NO
9. Total fee for booking £.....
 - a. Total fee paid Date paid
 - b. Deposit paid (if applicable) £..... Date paid
 - c. Damage & Late Cancellation Deposit (Refundable) £ Paid**NOTE:** This deposit is refundable following satisfactory inspection of the premise after your event.
Cheques payable to St George's Donnington.

10. To be completed by Regular Users only
How will your organisation be paying? Please indicate: Weekly/Monthly/Termly/Annually/Other
How many keys are held for access to the Hall?
Registered key holder? (Name & telephone number)

11. Signature of Hirer (who has read the NOTE at the head of this Agreement) and date:

Signature: Date:

Note: This Agreement will be retained by the Hall Booking Secretary. The Hirer is entitled to a copy of this Agreement.