

Ardley with Fewcott Village Hall & Recreation Ground



Recreation for All!

BOOKING FORM

This agreement is made on the date shown, between the committee and the hirer named below. In consideration of the sum agreed & full payment received no later than 2 weeks before hire date, the committee will permit the hirer to use of the premises for the purposes and **period** as described below.

Hirer's Details and Period of Booking

Name				Contact Number		
Full Address						
				Postcode:	Date	
E-Mail					Time From	
Description of Use					Time To	
Bank Details	Account name:					
Bank Details	Sort Code:		Account No:		This is needed to enable refund of the deposit.	

Further Details

Public or Private Use		Music to be played (yes/no)	
Commercial use (yes/no) #		Is alcohol to be provided (yes/no)	
Maximum number of attendees		Is alcohol to be sold *	

***You must provide a copy of a TEMPORARY EVENTS NOTICE (TENS) if you are selling alcohol. Also be aware that our entertainment Licence ends at 11pm.**

If yes, please provide Public Liability Insurance & a PPL licence (if recorded music is to be publicly broadcast through any means).

If a contractor or person provides a service (e.g. disco, entertainer, caterer, bouncy castle etc) during the hiring, the contractor must provide their own Public Liability Insurance & if relevant, a PPL licence to the Bookings Secretary.

DETAIL OF COSTS

Refundable Deposit must be paid at time of booking. See figures in brackets.	Village Residents & Charity Rate				Non-Residents & Commercial Rate			
	Per Hour	Deposit	Day 8- 12pm	Deposit	Per Hour	Deposit	Day 8-12pm	Deposit
Hall + Kitchen	£13	(£50)	£120	(£60)	£18.50	(£50)	£185.00	(£100)
Meeting Room + Kitchen	£ 6.50	(£50)	£40	(£50)	£9.25	(£50)	£60.00	(£50)
Hall & Meeting Room + Kitchen	£19.50	(£50)	£150	(£60)	£27.75	(£50)	£240.00	(£100)
Kitchen Ovens	£5.50		£27.50		£5.50		£27.50	
Special rate during (9am to 4pm)	£45 for 4 hrs	(£50)	£13 for every extra hour		£65 for 4 hrs	(£50)	£18.50 for every extra hour	
Evening Party	Friday, Saturday, or Sunday				Friday, Saturday, or Sunday			
Main Hall + Kitchen, 4pm to Midnight	N/A	N/A	£110	(£100)	N/A	N/A	£150	(£100)
Teenage Party (Residents Only)	N/A	N/A	£110	(£300)	N/A	N/A	N/A	N/A

COST OF BOOKING REQUIRED

	COST
Hall + Kitchen	
Meeting Room + Kitchen	
Hall, Meeting Room + Kitchen	
Kitchen Ovens	
Deposit	
Total	

Payment:

Pay Direct into the Ardley & Fewcott Playing Field MGMT Comm account, using your name & date of booking as reference (i.e. Smith120614).

Bank Details: Sort code: 30-90-77 Acct No: 00017555 (Lloyds)

Cheques: made payable to: Ardley & Fewcott Village Hall. Send to: Bookings, Ardley with Fewcott Village Hall, Ardley Road, Ardley with Fewcott, Bicester, Oxon OX27 7PA.

I have read the [Terms & Conditions](#) and agree to abide by them for the duration of hire. (x in box)
Failure to comply, will mean your deposit (damage/cleaning will not be returned.

Signature/or by E-Mail:

Date: