



## West Chiltington Village Hall

Mill Road, West Chiltington, West Sussex, RH20 2PZ - Registered Charity 314072

### **Booking Enquiry Form**

Please complete and return this form by email to [bookings@westchiltvillagehall.org](mailto:bookings@westchiltvillagehall.org) or by mail to the Booking Secretary at the address in the heading above.

Name

Organisation

Name of Organisation's  
Authorised Representative

Postal address of Hirer or  
Representative

Email address of Hirer or  
Representative

Contact Telephone Nos

Day & Date

Time of Hire

Please a) ensure your booking includes time for setting up & clearing away b) list additional dates on a separate sheet.

Main Hall

Annexe

Foyer only

**Purpose/description of hiring**

Use of Kitchen

Use of Sound System

Stage Lighting

The Hirer must not exceed the maximum permitted number of people per room **including the organisers/performers.**

Main hall	110	When used for functions utilising seating at tables
	200	When used for dancing
	200	When seating is closely arranged in Theatre style
Annexe	35	

Commercial Use?	Yes	No
This will be a public/private event?	Public	Private
How many people do you expect to attend?	Adults	Children (Under 12 yrs)
Will tickets be sold?	Yes	No
Is food to be provided at the event?	Yes	No
Will any other equipment be brought unto the hall? (Electrical equipment must comply with current safety regulations)	Yes	No

**Equipment may only be stored with the express permission of the Trustees**

**The Village Hall has a Premises Licence** authorising the regulated entertainment and licensable activities at the times. Details of these are available on request

If you are planning to supply/sell alcohol you will need to seek written permission from the Members' Committee. They will ask you to appoint a responsible person over the age of 25 to take full control and ensure that the conditions of the 2003 Licensing Act are complied with. The Committee will require you to complete a separate form returnable to the Booking Secretary and will form part of your Hire Agreement Document.

Where a licensable activity will take place, the Hirer must conform to the conditions of the Premises Licence, that are displayed in the Foyer of the Hall. The Standard Conditions of Hire will form part of the Hire Agreement and constitute the Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and the Hirer must agree to comply with all obligations therein.

The Hall has a licence with the Performing Right Society for the performance of copyright music. The Hirer or his/her authorised representative undertakes to be present throughout the hiring and to comply fully with the Hire Agreement.

At the time of booking the Hirer will be required to pay approximately one third of the total hire charge as a booking fee, with the balance to be paid six weeks prior to the event. In addition a fully refundable deposit will be required, which will be returned after the event providing everything is left in good order.

The Full Terms and Conditions of Hire are available upon request or may also be downloaded from our website, [www.westchiltvillagehall.org](http://www.westchiltvillagehall.org).

### **Hirer or Hirer's Representative**

Signed by the person named above and duly authorised on behalf of the organisation named

above, where applicable

**Date:**.....