



## 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** or by post to the Booking Secretary at the address in the heading above.

Name

Organisation/Company

Name of Organisation's  
Authorised Representative

Postal address of Hirer or  
Representative

Email address of Hirer or  
Representative:

Contact Telephone No:

Day & Date

Time of Hire

**Please ensure your booking includes time for setting up & clearing away.**

Main Hall

☐

Windmill Room

☐

**Purpose/description of hire**

|                   |  |                           |  |                   |  |
|-------------------|--|---------------------------|--|-------------------|--|
| Use of<br>Kitchen |  | Use of<br>Sound<br>System |  | Stage<br>Lighting |  |
|-------------------|--|---------------------------|--|-------------------|--|

The Hirer must not exceed the maximum permitted number of people per room.  
Please see website for hall capacity numbers.

|                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| Commercial Use? Yes/No                                                                                                                     |  |
| This will be a public/private event?                                                                                                       |  |
| How many people do you expect to attend?<br>Adults/Children                                                                                |  |
| Will tickets be sold?                                                                                                                      |  |
| Is food to be provided at the event? Yes/No                                                                                                |  |
| Will any other equipment be brought into the hall?<br>Please provide details:<br>(Electrical equipment must have hold a current PAT check) |  |

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

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

If you are planning to supply/sell alcohol, you will need to seek written permission from the Trustees and need to request the relevant form to your completion. You will be required to appoint a responsible person over the age of 25 to ensure that the conditions of the 2003 Licensing Act are complied with.

For licensable activities the Hirer must conform to the conditions of the Premises Licence. These 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.

For the performance of copyright music, the hall is licenced with the Performing Rights Society. The hirer or authorised representative must be present during the hire to comply with the Hire Agreement.

Payments: 30% deposit to secure booking

Balance to be paid 6 weeks before date of hire.

Security Deposit: £100 for Main Hall Hire £50 for Windmill Room

This is a refundable deposit returnable after event hire subject to the hall being left in a 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).

By signing this document, you confirm you have read the terms and conditions of hire.

Name

Date.