**Chardstock Community Hall Trust Booking Form Charity No 272433**

**Before completing this form, you should refer to Conditions of Hire (overleaf) and CCHT Safeguarding Policy**

Name…………………………………………………………………………………………………............................

Address………………………………………………………………………………………………............................

………………………………………………………………....................... Post Code…….…………….……...…..

Tel………………..........…… Mobile……………......…………… Email...............................................................

On behalf of…………………………………………………............... *(Name & contact number if different from above)*

*We hold this information in confidence so that we can contact you if necessary. Should you wish us to delete it in*

*the future please let us know. Your information will not be passed on to third parties.*

I wish to hire the following premises for the purpose of…………………………………………… (Function or event) on: -

Date(s)…………………….....................................................................Time(s): from ................... to......................

Main Hall .......................... Committee Room ........................ Please tick room(s) required.

Cooker ...............................…… Please indicate the total number of hours that you will need the cooker.

Are you applying for a TENS licence for this event? Yes/No ……………………

Heating and lighting costs are included in the hire charges, which also include the use of the kitchen for light refreshments only. There is an additional hourly charge for the use of the cooker.

Light refreshments and warming through on the hob (e.g.,soup) do not incur this extra charge.

Please note that the Committee Room is not considered suitable for a bar area, and that if alcohol is to be sold a TENS licence must be obtained from East Devon District Council prior to the event.

**Premises Hire Charges from 1st September 2022**

**HALL Sunday to Friday, and Saturday up to 18.00 hr. £14.00 per hour**

 **For Saturday evening there is a set charge of £120.00 (From 18:00hr to 23:45hr)**

**Please see Conditions of Hire for deposits required.**

**COMMITTEE ROOM £7.00 per hour USE OF COOKER £5 per hour or part thereof**

**WEDDING HIRE**

There is a set charge for weddings of £500.00. This includes the use of the entire premises, excepting the Youth Club Room, and allows for the use of the building from 12 noon the preceding day to 12 noon on the day immediately following the event.

**Payment**

To avoid any confusion please state the name of the hirer and the date(s) of booking(s) when remitting payment. Payment in full please, by cash or by cheque made payable to **Chardstock Community Hall Trust,** or by **BACS** to **Chardstock Community Hall Trust Sort Code 60-05-06 Account 70972443**

When paying by BACS please send an email to chardstockhall@gmail.com stating the amount of payment, and the surname and date of booking to which the payment relates.

**Late payment may incur an interest charge**. **Invoice queries to chardstockhall@gmail.com**

**Agreement**

**I wish to hire the premises as stated and agree to abide by the terms and conditions of hire.**

**Name in** **capitals....................................................... Contact phone no(s).......................................................**

**Signature of person making the booking ................................................................... Date........................**

**Hire charge.......................... Deposit………………… How paid.................. Invoice required Yes/ No……**

**Contacts:** Vaughan Fletcher 01460 221684Jack Wilson 01460 220367 *(Revised July 2022)*