

## Chiddingfold Village Hall Charity

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### One-Off Hire Application for Village Hall Facilities

<b>Date:</b>		<b>Start Time (incl. set-up):</b>	
<b>Total Time (hrs):</b>		<b>End Time (incl. clear away):</b>	

**Please check the online diary ([www.chiddingfold-hall.org.uk](http://www.chiddingfold-hall.org.uk) under **WHAT'S ON**) for availability before submitting your booking request**

*If you wish to make a regular booking, please contact the Booking Clerk at [booking.clerk@chiddingfold-hall.org.uk](mailto:booking.clerk@chiddingfold-hall.org.uk) or leave a message on 01428 735356*

<b>Event / Purpose:</b>			
<b>Function Type (delete):</b>	Private / Public	<b>Estimated No. of Attendees:</b>	

**Rooms / Facilities required (please tick)**

**Maximum Capacity**

*See website for hire rates*

Main Hall	<input type="checkbox"/>	(270 standing, 200 seated, 150 seated at tables)
Charles Watts Room	<input type="checkbox"/>	(75 standing, 50 seated, 30 seated at tables)
Kitchen (excl main oven)	<input type="checkbox"/>	PA System (Main Hall only) <span style="float: right;"><input type="checkbox"/></span>
Kitchen (incl main oven)	<input type="checkbox"/>	Mobile 55" LED Projection Screen <span style="float: right;"><input type="checkbox"/></span>
Main Hall Stage Area (only by special arrangement)	<input type="checkbox"/>	Main Hall Audio-Visual (AV) System (DVD/ Blu-ray, HDMI, Bluetooth, VGA, Audio, FreeSat – delete as appropriate) <span style="float: right;"><input type="checkbox"/></span>
Car Park only	<input type="checkbox"/>	Portable Projector / Screen <span style="float: right;"><input type="checkbox"/></span>

Do you intend to serve or sell alcohol at this event Yes / No

*Note: if Yes, you may need to apply to Waverley Borough Council for a Temporary Event Notice (TEN) – see overleaf.*

**Other Requests (please specify):**

**Hirer's Details**

<b>Name:</b>		<b>Tel:</b>	
<b>Organisation:</b> (if applicable)		<b>E-mail:</b>	
<b>Contact Address:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Please return this form ASAP by e-mail to [booking.clerk@chiddingfold-hall.org.uk](mailto:booking.clerk@chiddingfold-hall.org.uk) or by post/by hand to the Village Hall address**

**Hirer's Banking Details (for return of deposit)**

Account Name:			
Bank Name:			
Sort Code:		Account No:	

**Terms and Conditions** – please see our Standard Terms and Conditions at [www.chiddingfold-hall.org.uk](http://www.chiddingfold-hall.org.uk). Your booking may also be subject to special conditions determined by the Charity – you will be advised of any that may apply at the time of confirmation of your booking.

**Room/Equipment Hire Rates** – please see [www.chiddingfold-hall.org.uk](http://www.chiddingfold-hall.org.uk)

**Deposits** – a deposit (see [www.chiddingfold-hall.org.uk](http://www.chiddingfold-hall.org.uk)) will be payable at the time of booking confirmation. Your booking will not be firm until the deposit funds have been cleared to the Charity's bank account.

Deposits are refundable once the venue and/or equipment has been checked by a Charity representative after the hire and it is confirmed that the venue has been returned in a clean state and no loss/damage has occurred. If the venue is not returned in an acceptable state or loss/damage (other than breakages – see below) has occurred, the deposit will not be returnable and the Charity may take action against the Hirer to compensate it for any additional costs and such loss/damage (both for cost of repair/replacement and for loss of income).

**Cleaning** – the Hirer is expected to return the venue (and any furniture, fixtures and fittings, crockery, cutlery, glassware, etc. which have been used) in a clean condition at the end of the hire. If the oven is used, the Hirer must ensure that the interior and shelves are thoroughly cleaned, ready for the next hirer.

**Kitchen Breakages** - the kitchen is well stocked with crockery, cutlery and glasses (pint /half pint and wine). Additional glasses can be provided. The Hirer shall pay for all breakages @ £5 per glass, plate, cup, etc. Other items, such as water jugs or kitchen equipment, will be charged at replacement cost.

**Wi-Fi** – Free Wi-Fi is generally available throughout the building. However, the Charity cannot guarantee that the Wi-Fi service will always be available.

**Table Cloths** – the Charity has some table cloths available to hirers (free of charge) – please indicate in the "Other Requests" box if you need any. You will be required to have them laundered and pressed before returning them.

**Catering** – the Charity does not provide catering. The Hirer will need to arrange any catering required – either themselves or using a third party caterer.

**Temporary Event Notice (TEN)** – although the Charity holds a Premises Licence (a copy of which is displayed in the entrance lobby) which permits a wide range of regulated activities for specified time periods, if you wish to carry out a regulated activity which is not authorised on the Premises Licence, you will need to apply to Waverley Borough Council for a TEN. **Please do not apply before discussing it with the Booking Clerk** (the Charity is limited to a maximum of 20 TENs in any calendar year – this may result in the Charity refusing your booking request). You can find information on the requirements, fees and how to apply for a TEN at <https://www.waverley.gov.uk/Services/Business-and-licensing/Licences-and-registrations/Alcohol-entertainment-and-charity-licences/Temporary-Event-Notice-guidance>. Failure to apply for a TEN if one is required could result in your prosecution by Waverley Borough Council and result in you being fined, sent to prison for up to 6 months, or both.