DENMEAD
WAR MEMORIAL HALL

BOOKING FORM

Details of hall user

Name		Tel No.	
Address			
		Postcode	
Email			

Details of hire/event

Date Required		Time Required	From:	To:
Purpose for which hall is required				
Hire charge		Payment Received date		
A minimum of £20 is non-refundable if less than 7 days notice is given to cancel this agreement				

The following must be observed:

- Maximum capacity of the hall: Seated 130 persons/ Dancing 225 persons
- Fire doors must be kept clear at all times
- Spaces outside fire doors must be kept clear
- Keep the volume to a reasonable level and doors closed when playing music

Conditions

1. The entire premises must be left in a clean and tidy condition ready for the next hiring. All furniture must be returned to the storeroom. Tabletops must be cleaned. Chairs must be stacked 10 high.

You must ensure that:-

- All music ends at 11 pm and the premises are vacated as quietly as possible
- The refrigerator is left on
- Cookers and extractor fans are switched off
- All lights are switched off (excluding the emergency exit lights)
- The heaters are switched off
- All windows and external doors are properly shut

2. Any additional cleaning required and any damage or breakages to the hall, it's fittings, fixtures and furnishings must be paid for in full by the hirer. Damage must be reported as soon as possible so that repair or replacement can be arranged.
3. The management committee reserves the right to cancel or amend bookings at its discretion (e.g. elections or failure to comply with any other conditions which may apply by law or separate agreement).

Agreement

I acknowledge and accept the conditions above and agree to reimburse the committee if the need arises under condition 2 above. I further acknowledge that I have read and accept the conditions of hire as set out on the web site www.denmead-memorial-hall.org.uk/hire-cond.html

Name (printed) ……..

Signature of hirer …….. **Date**…….

Booking Secretary: Mrs G Marks
bookings@denmead-memorial-hall.org.uk

Your personal information collected by the DWMC will only be used and held in accordance with the provision of the EU Regulation 2016/679 General Protection Regulations ("GDPR").

For more information about DWMC's Data Protection Policy and Procedures please visit our website at www.denmead-memorial-hall.org.uk