



Hiring Agreement with Woodlands Village Hall Dorset
Registered Charity No. 1201931
www.woodlandsvillagehalldorset.org.uk

Name and Address of Hirer (Adults Only)					
Postcode		Tel		Email	

Purpose and Description of Hire					
Please specify any 3 rd party services being used. E.g. bouncy castle, disco equipment/DJ, catering, etc.					
Date(s) Required			Time Slot:		
Number of People (Max 75)			08:00-13:00 ☐ 13:00-18:00 ☐ 18:00-23:00 ☐		

Safeguarding

Is the hall being hired for a private party arranged for invited friends and family? (Y/N)	
If No, does the booking involve unaccompanied children, children accompanied by an adult other than a parent/guardian or adults at risk? (Y/N). <i>If Yes our Safeguarding officer will contact you for further details.</i>	

Will Alcohol be Sold? Y/N	
<i>If yes you will need to apply to Dorset Council for a Temporary Event Notice (TEN) and provide a copy to the booking officer prior to the booking being accepted.</i>	
Will you be bringing your own alcohol? (Consumption by persons over the age of 18 only).	

If you are playing music what type will it be? (E.g. disco, live band, etc)	
<i>During music of any kind all external doors and windows must be kept closed after 10pm. All music must finish by 11pm.</i>	

Hiring fee agreed with booking team	£	Account Name: Woodlands Village Hall Dorset CIO
Deposit	£50	Sort Code: 30-84-87
Total to be paid via bank transfer	£	Account Number: 21313268

Please note that the booking will not be complete until the hiring fee and deposit have been paid and this hiring agreement returned.

The deposit will be refunded in full within 7 days of the completion of the hiring provided that no loss or damage has been caused to the premises and/or contents, no complaints have been made to the trustees about noise or other disturbance during the period of the hiring or as a result of the hiring and no additional cleaning or rubbish removal is required after the hiring. Any additional costs incurred by the trustees as a result of this hiring will be deducted from the deposit.

If you need to cancel the hire the following fees will apply (appropriate amount will be retained from the deposit):

- Cancellation within one month of event – 50% of hiring fee*
- Cancellation within one week of event – full hire fee*

I confirm that I have read and understood the Hiring Terms and Conditions, the Fire Evacuation Procedures (available on the website) and the Bouncy Castles T&Cs (if applicable) and will ensure that all requirements stipulated therein are fully complied with.

Name	Signed	Date