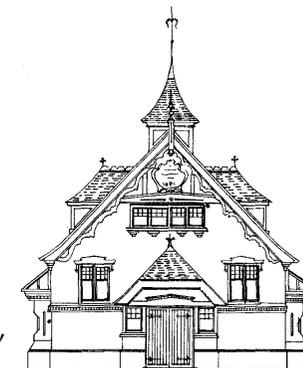


Mickleham Village Hall

Dell Close, Mickleham, Dorking, Surrey RH5 6EE

HIRING AGREEMENT FOR ONE-OFF LETS



Day & date of hire : _____

Time (to include setting up and clearing away) Please tick box(es)

Morning (9 a.m. – 1 p.m)

Afternoon (1 – 3 p.m.) (3 – 6 p.m.) (1 – 6 p.m.)

Evening (6 p.m. – 11.30 p.m.) Extra Hours (Number ___)

Name of Hirer/Organisation: _____

Type of function: _____

Number attending: _____ MAXIMUM 200

Total due £ _____

Full online payment to be made when submitting this form.

Pay CAF Bank:- Account name: - Village Hall Mickleham

Account number: 00005176 Sort Code: 40-52-40

Please note: This form must be returned by

___/___/___

in order to secure your booking.

Forms to:

Mrs Deanna Darnell, Flat 3 The Almshouses,
Byttom Hill, Mickleham, Dorking RH5 6EN

Telephone: 07790 941601 bookings@micklehamvh.co.uk

Mickleham Village Hall does not hold a licence for the sale of alcohol. Our conditions of hire require you to obtain written permission from the trustees before organising a Temporary Event Notice (TEN). Please indicate here if you would like to sell alcohol at your event and we will contact you to discuss your options.

Sale of Alcohol

In exceptional circumstances it may be possible to extend the finishing time of an event beyond that set down in the hall's licence. A TEN is required and you must obtain written permission from the committee for this as well.

Extension of hours

Please indicate here the equipment you plan to use:

Chairs _____ number Tables (large) _____ number

Bridge tables _____ number Display boards Piano

CD player Microphones Projector Pull-down Screen

Available for an additional charge:

China and cutlery _____ place settings

The Committee agrees to permit the hirer to use the premises for the purpose and for the period set out above in accordance with the Rules and Conditions of Hire attached.

On behalf of Mickleham Village Hall Trustees

I have read and accept the Conditions of Hire and Rules of the Hall, including the Safeguarding Policy, all of which are published on our website. I agree to be present during the hiring and to ensure that the said conditions and rules are adhered to. I agree to be responsible for cleaning and storing of any equipment used.

Signed _____ Date : ___/___/___

Name: PLEASE PRINT _____

Address: _____

Telephone number(s): _____

Email: _____