

NEWINGTON VILLAGE HALL

BOOKING FORM

Newington Village Hall, Off the High Street, Newington ME9 7JJ (behind Acorn carwash)
<http://www.newingtonpc.kentparishes.gov.uk> (select "Site Pages" on the left for NVH page)

Booking form to be returned to the Booking Secretary:

Mrs Kristin Julier, 49 High Street, Newington ME9 7JR; Tel: 07985 711 257

Name of Hirer:

Organization:

Type of Function:

Address:

Post Code:

Phone Numbers:

Email:

Date Required:

Day of Week:

Start time:

Full Day

Estimated number attending:

Hire

Finish time:

Rooms Required:

Main Hall

Newington Room

Wickham Room

Kitchen

Wine Glass Hire:

1 box (48 glasses)

2 boxes (96)

3 boxes (144)

4 boxes (192)

The sale or serving of alcohol:

Alcohol will be served and/or sold during the event (licensing form required).

No alcohol will be served or sold. _____ (initial here) (no licensing form required).

Booking/cleaning/damage deposit required: £25 for Wickham Room, £50 for Newington Room, £150 (£250 if alcohol to be served/sold) for Main Hall/Entire Hall. **Cheques payable to: Newington Village Hall.** The booking is not firm until the deposit is received. The deposit is separate from the hire fee. **The deposit will be banked prior to hire.** The deposit will only be refunded in full if, on inspection after the hire, the premises are found to be in satisfactory condition (see Conditions of Hire). Otherwise, part or all of the deposit may be retained. The deposit or balance will be returned by cheque within 14 days after the hire.

Full payment of the hire fee is due 14 days before the date of hire; otherwise the booking may be cancelled. If the booking is cancelled by the Hirer, the deposit will only be returned if the hall is re-booked for that date.

Bin bags, cleaning fluids and cloths for surfaces should be brought by the hirer for clean up after the event. Spot clean spills and wipe dry – **do not mop floors.** All waste must be removed from the hall and the car park at the end of the hire. Oven/cooktop to be cleaned, if used, to condition at start of hire. No naked flames or candles to be used inside the building.

By signing below, the Hirer confirms the details given, agrees to the terms stated above, and agrees to the Conditions of Hire provided with this form.

Signature:

Date: