



**COTTINGHAM AND MIDDLETON VILLAGE HALL**

Berryfield Road, Cottingham LE16 8XB

**Booking Form**

**Email:** cottmiddvh@outlook.com

**Charity No:** 1212586

**Booking Reference No:**

<b>Hirer's Name</b>	
<b>Organisation (Where Applicable)</b>	
<b>Address</b>	
<b>Email</b>	
<b>Contact Telephone Numbers</b>	

<b>Purpose of Hire (Tick)</b>	<input type="checkbox"/> <b>Private</b>	<input type="checkbox"/> <b>Public/Business</b>		
<b>Brief Description of Hire</b>				
<b>Frequency of Hire (Tick)</b>	<input type="checkbox"/> <b>Single</b>	<input type="checkbox"/> <b>Weekly</b>	<input type="checkbox"/> <b>Monthly</b>	<input type="checkbox"/> <b>Other</b>
<b>Room required</b>	<input type="checkbox"/> <b>Meeting Room: £6/hr</b>	<input type="checkbox"/> <b>Main Hall: £9/hr</b>	<input type="checkbox"/> <b>Meeting Room &amp; Main Hall: £15/hr</b>	
<b>Times required, to inc. prep and clearing time</b>	<b>From:</b>		<b>To:</b>	
<b>Hire Charge, to be confirmed on receipt of booking form</b>	£			
<b>Bar required YES/NO</b>	<b>No of hours</b>	£	<b>Corkage, if bar not required</b>	£
<b>Deposit</b>	£		<b>Balance to pay</b>	£
<b>Special Requests</b>				

The Hirer shall pay a Hire Charge calculated accordingly to the Tariff set out on appendix 1 to this document. This must be paid in advance of the event date and no later than 10 working days beforehand.

The Hirer shall pay a deposit of £100 for one off large bookings/Parties (with over 30 attendees), reduced to £50 for regular bookings, (refundable providing no damage/mess results from the hiring), to accompany this booking form. The balance of the booking fee is payable on or before the conclusion of the event for which the premises are hired.

The Hirer agrees to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with the Condition of Hire Agreement.

The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers/bar staff, this being 80 standing or seated.

The hall has a licence to sell alcohol. If the Hirer wishes to use the bar this must be booked in advance, and a cost will be applicable for bar staff to run the bar at £30 per hour. See appendix 1 to this document for bar menu and prices. If the Hirer has any special requests, please note them on this form. If the Hirer wishes to bring their own alcohol, then a one off corkage fee will be applied at £25. All terms and conditions relating to consumption of alcohol on the premises apply.

It is hereby agreed that the Standard Conditions of Hire, Information Sheet for all Hirers, together with any additional conditions imposed under the Premises Licence or that the village hall management committee deem necessary shall form part of the terms of this hiring agreement unless specifically excluded by agreement in writing between the village hall management committee and the Hirer.

None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this agreement.

In the event of a cancellation by the Hirer more than 60 days before a booking the Hirer will receive a 100% refund of the Hire Charge, if between 30 and 60 days a 50% refund, and if under 30 days no refund will be due. However, should the hall be re-booked for another event on the same day a 100% refund will become due.

<b>Signature of Hirer</b>	
<b>Date</b>	
<b>Booking confirmed by</b>	
<b>Date</b>	

I confirm that I have read and understood the following documents relating to Cottingham and Middleton Village Hall:

- Standard Conditions of Hire
- Information Sheet for all Hirers

**(BOOKINGS WILL NOT BE ACCEPTED UNLESS THE ABOVE ARE CONFIRMED)**

**This form together with all relevant policies and documents relating to the hiring of this hall can be obtained on the Cottingham and Middleton Village Hall Website: [www.cottinghamandmiddletonvh.com](http://www.cottinghamandmiddletonvh.com)**



## Appendix I

### Village Hall Hire Charges

- Main Hall Hire Charge - £9 per hour, plus £15 post event cleaning charge
- Small Meeting room - £6.00 per hour
- Main Hall and Small Meeting Room combined - £15 per hour (plus £15 post event cleaning charge for large bookings/parties with over 30 attendees)

#### PAYMENTS BY CASH OR BANK TRANSFER

ACCOUNT INFO: COTTINGHAM MIDDLETON VILLAGE HALL:

SORT CODE: 20-49-17 ACCOUNT NUMBER: 60286028

### Bar Menu and Prices\*

Product	Size	Price
Beers including San Miguel, Ghost Ship, Proper Job, Guinness & Alcohol Free	Bottle/Can	£3.75
Ciders inc. Inches and Kopparberg	Can	£3.00
Wines by the glass (Red, Rose, Pinor Grigio and Sauvignon Blanc)	Small	£3.75
	Medium	£4.00
	Large	£5.00
Prosecco by the bottle		£15.00
Spirits – Gin, Rum and Vodka	Single	£2.00
	Double	£4.00
Mixers (Fever Tree Tonic / Fever Tree Ginger Beer)	Can	£2.00
San Pellegrino Sparkling Water	500 ml	£2.00
Soft drinks including Still Water, Juice, 7 Up, Diet Coke, Tango & Fanta	Can/Bottle	£1.00
Kettle Chips		£1.00
Snacks inc. Walkers Crisps, Haribo sweets and pork scratchings		£0.50
Ice Lollies		£1.00

- Subject to product and price changes between time of booking and event date.

**Payments by cash or card. Any special bar requests should be noted on the booking form.**