

# STAMFORDHAM PLAYING FIELD & VILLAGE HALL

Please complete this form and email to  
Charlotte Hancock.  
Charlotte65hancock@gmail.com

## Booking Request Form – VILLAGE HALL

NAME OF HIRER (min.age 21)		
ORGANISATION		
ADDRESS		
TELEPHONE Landline/Mobile		
EMAIL		
PURPOSE OF HIRING		
EXPECTED NO. OF ATTENDEES		

**PLEASE RESERVE:          THE MAIN HALL                          WEST ROOM**

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING
EXTRAS	Table Cloths laundering. Large circular/rectangular Table cloths laundering. Small Round tables/Rectangular Tables? Chair Covers	

**KITCHEN** - if Required (Please tick below)

Light refreshments	<i>No Charge</i>	
Full catering (including plates, cutlery, use of cooker, fridge)	£25	Per day or part day.

Stamfordham Playing Field & Village Hall uses personal data in accordance with our Privacy Statement, a copy of which is available on the website [www.stamfordhamvillagehall.co.uk](http://www.stamfordhamvillagehall.co.uk)

Stamfordham Playing Field & Village Hall prefers payment by bank credit to Lloyds Bank. <b>A DEPOSIT OF 25% WILL BE PAYABLE AT THE TIME OF BOOKING. THE BOOKING WILL BE CONFIRMED WHEN THE DEPOSIT HAS BEEN RECEIVED. THE FINAL BALANCE IS DUE 14 DAYS BEFORE THE EVENT.</b>	Account Name: Stamfordham Playing Field & Village Hall Sort Code: 30-90-89 Account No: 39783668 Ref: Name
<b>ANY EVENT AT THE VILLAGE HALL THAT INVOLVES THE CONSUMPTION OF ALCOHOL WILL REQUIRE A TEMPORARY EVENT NOTICE (T.E.N.) IT WILL BE THE EVENT ORGANISER'S / HIRERS RESPONSIBILITY TO APPLY IN GOOD TIME FOR THE T.E.N. FROM Northumberland County Council (NCC)</b>	<b>ANY EVENT THAT FINISHES AFTER 11PM WILL REQUIRE A TEMPORARY EVENT NOTICE (T.E.N)</b>

I confirm that I have read, understood and accept the Standard Conditions of Hire as published on the website. I confirm that I will apply for a TEN from NCC in good time if the event requires one – see above.	Signature  Date
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**Stamfordham Village Hall Contract of Hire**

**The person named on the booking form is responsible for making sure that the following is carried out before leaving the hall after the event.**

**The SPF&VH committee ask you to agree the following before hiring can be confirmed.**

1. Stack tables and chairs safely in the table store.
2. Hoover the carpeted areas (Henry Hoover kept in table store)
3. Sweep the hall floor (Brush and dustpan and mop and bucket and Flash kept in kitchen)
4. Wet mop the hall floor to remove spillages, dirt etc
5. Take ALL glass and bottles to the recycling bin by the Bay Horse. DO NOT PUT IN THE HALL BIN
6. Card, tins and rigid plastic only in Blue Recycling bin
7. General waste removed to Black bin.
8. Broken glass or crockery to be placed in tin bucket kept in main kitchen
9. If bins are full please take your rubbish away from the hall.
10. If cooking or re heating food please clean the oven and hob with appropriate cleaning solution.
11. If using the dishwasher please make sure that the instructions are followed carefully to include the cleaning cycle
12. When leaving please close all internal doors/windows and check all lights are off.
13. No lit candles are allowed unless encased in a glass container

**I am the hirer/I am authorised by the Hirer (delete as appropriate) to enter into this agreement and agree to all conditions set out in the terms and conditions (available on our website) and contract of hire:**

Signed	
Full Name	
Date	