

# Village Hall Hire Enquiry Form



**COMPLETE AND POST TO:** The Booking Officer, 14 Goldings Lane, Waterford, Herts SG14 2PT  
 Telephone: 07584 123958 (Mon-Fri 5PM - 7PM preferred) **or email: [waterfordvillagehall@gmail.com](mailto:waterfordvillagehall@gmail.com)**

DATE OF EVENT	MORNING	AFTERNOON	EVENING
DESCRIPTION OF EVENT (CLASS/COURSE/PARTY/MEETING/RECEPTION ETC)			
NAME			
ADDRESS			
			POSTCODE
EMAIL			
TELEPHONE NUMBER			
I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE I UNDERSTAND MY BOOKING IS NOT CONFIRMED AS YET.			
SIGNATURE			DATE

## NOTES

**EXCLUSIONS:** Please note we do not accept bookings for the following:

- Parties for age group 12 to 21
- Bookings after 6pm on Sundays

**HALL CAPACITY:** The maximum capacity of the hall is 90 people and no bookings can be made for more than this. It is the responsibility of the hirer to ensure that this limit is not exceeded, and by submitting this form the hirer confirms their acceptance.

**SETTING UP AND CLEARING AWAY** For all bookings this must be carried out within the period of hire. Over-running may incur losing some of your deposit in order to compensate the next hirer who is inconvenienced. In addition the hall must always be vacated by 12 midnight. All hirers are responsible for taking away their own rubbish off site.

**ALCOHOL:** If alcoholic drinks are to be sold, the Recreation Committee must be advised and the hirer must apply for a TEN (Temporary Event Notice) licence from East Herts Council; this can be obtained by clicking this link: <http://www.eastherts.gov.uk/index.jsp?articleid=10189> .Getting the licence is the responsibility of the hirer.

**BOUNCY CASTLES:** Bouncy Castles may be erected in adjoining playing field, but are forbidden inside the hall. The hirer will be responsible for arranging insurance cover for the use of the apparatus.