



HENHAM VILLAGE HALL APPLICATION FORM FOR HIRE OF PREMISES

Name of Applicant/Group	
Name of individual responsible	
Tel Number and contact address	
Date of Hire	
Reason for Hire	
Number of attendees (maximum 150)	Age Range

Will alcohol be sold Yes No **(If alcohol is sold a “temporary events notice” must be served to UDC)**

HIRE CHARGES ARE AS FOLLOWS (PLEASE TICK REQUIREMENTS):

	DAY to THURS tick	DAY tick	SATURDAY
MORNING 9am – 1.30pm	£18.00	£18.00	£30.00
AFTERNOON 2pm–6pm	£18.00	£18.00	£30.00
EVENING 6.30pm-midnight	£28.00	£65.00	£95.00
ADDITIONAL HOURS	£6.00 per hr	£6.00 per hr	£12.00 per hr

I HAVE ENCLOSED PAYMENT FOR THE FOLLOWING

HIRE OF HALL (See rates above)	
DEPOSIT (An additional £50.00 is required in all cases, refundable subject to terms below)	
EXTRA STAFF TO SERVE ENTRY DRINKS & WASH UP ETC £40.00 per head	
LICENSED BAR INCLUDING STAFF Charged at £21.00 (Cost for license)	
CEILING DRAPES WITH/ RIBBONS OF YOUR CHOICE £40.00	
MARQUEE HIRE Without lining £60.00, With Lining £100.00	
ARCH OVER GATE (WITHOUT COST OF FLOWERS) £50.00	
TOTAL COST OF HALL HIRE AND EXTRA SERVICES	

PLEASE NOTE THAT A DEPOSIT OF £50.00 IS REQUIRED IN ADDITION TO THE CHARGES INDICATED ABOVE. THE DEPOSIT WILL BE FULLY REFUNDED PROVIDING THE HALL AND FURNISHINGS ARE LEFT DAMAGE FREE AND CLEAN AND ALL RUBBISH IS REMOVED. THE DEPOSIT IS NON REFUNDABLE FOR ANY BOOKING CANCELLED LESS THAN 2 WEEKS PRIOR TO THE EVENT.

ALL DEPOSITS AND APPLICATION FORMS TO BE RETURNED TO MRS P FOSTER (TREASURER), 36 MILL ROAD.HENHAM, BISHOPS STORTFORD, CM22 6AB TEL: 01279 850610. **CHEQUES ARE PAYABLE TO HENHAM VILLAGE HALL.**

CONTRACT FORM

I/We the undersigned agree to enter into this contract to hire the HENHAM VILLAGE HALL and further agree to the terms and conditions set out above.

**Signed.....Print
Name.....**

