

**OCCASIONAL USER BOOKING FORM
RINGMER VILLAGE HALL
(Registered Charity No. 207885)**

OCCASIONAL AND REGULAR USER CHARGES FOR 2011

For Commercial Rates contact Bren Bonner, Booking Secretary

JACK HART HALL - £9.40 per hour

SMALL HALL - £6.90 per hour

KITCHENS exclusive use - £ 10.00 per session

ST. MARY'S ROOM - £5.50 per hour

ROGERS ROOM - £4.50 per hour

STAGING FACILITIES - £30.00 NB the hirer will be required to provide labour for setting out the staging.

EXTRA CLEANING - £20.00 per hour. This charge will be made should the hired space require additional cleaning due to the event held.

PUBLIC ADDRESS/ LOOP SYSTEM - free with advance booking.

DEPOSIT - £120.00 is required for parties and large functions or at the booking Secretary's discretion.

The Public Entertainment Licence allows for the following maximum capacities:

JACK HART HALL: 170 people seated in rows with chairs **interlinked**, 170 dancing or 120 seated at tables.

SMALL HALL: 100 people seated in rows with chairs **interlinked**, 100 dancing or 64 seated at tables.

All organisations and individuals hiring Ringmer Village Hall must sign and return the BOOKING FORM before the hiring(s) can take place.

PAYMENT IN ADVANCE: There is a discount of 10% on 10 or more bookings if payment is made in advance. Consideration will be given to half yearly or quarterly payments in advance.

CANCELLATIONS: the Village Hall Management Committee (VHMC) reserves the right to cancel a hiring. No compensation will be made for any expenditure or loss of income incurred by the **HIRER**. If the **HIRER** wishes to cancel the booking before the date of the event and as a result the VHMC is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Village Hall Management Committee (VHMC). In the event of a cancellation within one week of the date of hire, the original hire fee will be charged.

I/We the undersigned, hereby agree to the Conditions of Hire, Security Notice, Swipe Card use and Schedule of Standard Conditions of Ringmer Village Hall.

Name/ Organisation:..... Date:.....

Signed:..... Print Name:.....

Please return the booking form as soon as possible to: Ms. Bren Bonner, 29 Broyle Close, Ringmer BN8 5PL. (01273 813303).

**Payment(s) to: Martin Whitlock, 16 Hayes Close, Ringmer, East Sussex. BN8 5HN
Tel. 01273 812060**

You should retain a copy of this booking form for your records.

Conditions of hire can also be found at <http://www.ringmer.info/village-hall/conditions-of-hire.html>

Booking Ref:

Organisation:

| OCCASIONAL USER BOOKING FORM | |
|---|---------|
| Please PRINT in the spaces below: | |
| Name of HIRER | |
| Name of ORGANISATION , if applicable | |
| Email address of Hirer | |
| ADDRESS of HIRER | |
| CONTACT TELEPHONE NUMBER of HIRER | |
| Daytime | Evening |

| FACILITIES to be HIRED . Please note booking times must include a period for setting up and putting away any equipment used. | | | | | |
|--|---------------------|---|---------------------|--|---------------------|
| Jack Hart Hall | | Small Hall | | St Mary's Room | |
| Date of Hire | Start & finish time | Date of Hire | Start & finish time | Date of Hire | Start & finish time |
| | | | | | |
| | | | | | |
| | | | | | |
| Rogers Room | | Kitchen (Specify Jack Hart or Small Hall kitchen) | | Additional Facilities (Please state requirement) | |
| Date of Hire | Start & finish time | Date of Hire | Start & finish time | Date of Hire | Start & finish time |
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|--|--------|------------|
| Purpose of HIRE, Please DELETE where not applicable: | | |
| Private | Public | Commercial |
| | | |
| Will the event include music? | YES | NO |
| | | |
| Will alcohol be available at the event? | YES | NO |
| If YES will alcohol be on sale? | YES | NO |
| If YES the necessary license must be obtained by the HIRER in advance of the event from Lewes District Council. | | |

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