

**BELSTEAD VILLAGE HALL HIRE AGREEMENT BETWEEN BELSTEAD VILLAGE HALL  
MANAGEMENT COMMITTEE (BVHMC) AND THE "HIRER".**

**HIRE DETAILS**

Hirer: Full Name .....  
Address .....  
.....  
Tel ..... Mob .....  
Email .....

If the hirer is not known to any member of the village hall committee, photo identity, such as driving licence or passport, of the hirer is required at the time of booking as well as proof of address, such as a utility bill.

Date of Hiring: ..... Time From ..... Time to .....

Purpose of Hire: (please be as specific as possible) .....  
.....

Estimated Attendance: .....

Will there be a disco/band?: YES / NO

Please note that under the hall's licence music must finish by 11.45pm and the hall vacated by 12 midnight.

Will alcohol be sold or supplied, or included in the ticket price?: YES / NO

If yes, who is the licence holder? .....

Please note that under the hall's licence alcohol cannot be sold after 11.30pm.

**FEES**

Hire cost (includes use of all available utilities): .....

Payment:

1. Full cost of the hire is payable upon submission of this form. Payment can be made by;  
a) Cheque payable to "Belstead Village Hall" OR  
b) Direct bank transfer to account name Belstead Village Hall / Sort code 30-90-89 (Lloyds Bank) / Account number 49249160.

Please quote your name and date of hire in the reference section of your payment.

2. In addition, a deposit of £150, payable by cheque to Belstead Village Hall, will be required upon submission of this form.  
The cheque will be held and not presented for payment and the hall will be inspected for damage following the period of hire. The cheque will be fully refunded pending a satisfactory inspection and compliance with all the terms and conditions of hire / use. The hall committee reserve the right to retain as much of the deposit as they deem necessary to compensate for any damage resulting from the hire, or for non-compliance with any of the terms and conditions of hire / use.

The hire will not be confirmed and binding until both payments have been received and confirmed.

**Hirer's Declaration**

I confirm that a copy of the terms and conditions of hire / use has been supplied to me and that I have read and understood these and will comply with all the terms and conditions contained therein.

SIGNED: .....

NAME (please print): .....

DATE: .....

*Revised June 2024*  
*BVHMC Registered Charity Number 272206*

**Please note:** Your personal data will be used solely to manage your booking for the hall and it's finances. It will not be shared with anyone else and will be disposed of when no longer required.