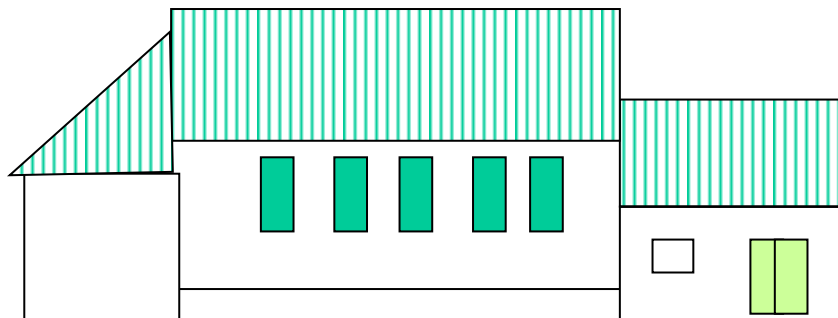


**TATENHILL MEMORIAL & THANKSGIVING HALL
MAIN STREET, TATENHILL
BOOKING FORM AND HIRE AGREEMENT**

Bookings: Jane Bristow,
Adare, Main Street,
Tatenhill, Burton on Trent
DE13 9SD
01283 542933.

Treasurer: Phil Coleman
The Yews, Branston Road
Tatenhill, Burton on Trent
DE13 9SA
01283 538983



tatenhillmth@gmail.com

Hirer Details:

Individual Hirer or responsible person:	Organisation (if applicable):
Address:	Contact details: Phone..... Mobile..... E-mail
Note – the individual hirer or responsible person must be over 21	

Hire details:

Date:	Times from/to:
Purpose of Hire:	
Main Hall (including toilets and kitchen)	Yes/No
Meeting Room	Yes/No

Hire fee:

	1 April to 30 Sept	1 Oct to 31 March	No of hours	£	The Hirer will be liable for damage or breakages incurred during the booking and for removing all rubbish and recycling. A refundable deposit of £100 is payable alongside the hire fee, payable at the time of booking. It will be held and only banked if appropriate. The hire fee is payable on the day of hire. All cheques should be made payable to Tatenhill Memorial and Thanksgiving Hall. The differential rates allow for winter heating costs.
First Hour	£30	£30			
Subsequent hours per hour	£20	£25			
Full day fee	£150	£170			
Total payable					

The Hire is subject to the terms and conditions set out overleaf.

**TATENHILL MEMORIAL & THANKSGIVING HALL
MAIN STREET, TATENHILL
BOOKING FORM AND HIRE AGREEMENT**

Conditions of Letting

1. The hall is available for letting to recognised organisations and individuals at the discretion of the Management Committee, for the purpose of Whist Drives, Concerts, Dances, Dramatic Performances, Meetings, Private Parties and other functions approved by the Committee.
2. The Hall is available for let during the following hours:

Monday to Friday	9.00a.m.	to	12 Midnight
Saturday	9.00a.m.	to	12 Midnight
Sunday	9.00a.m.	to	10.45p.m.

The Hirer is requested to ensure that these hours are strictly adhered to.

3. The hire charges include lighting and heating for the duration of the booking and the use of tables and chairs. Limited facilities are available for food preparation and cooking with the Main Hall.
4. The Hirer will pay a deposit when booking the hall, this is returnable subject to the hall being left as found after the booking. The deposit is returnable or the cheque destroyed within 7 days. The booking is not confirmed until the deposit has been paid and the signed copy of this Agreement has been returned to the Booking Secretary.
5. The Hirer will accept responsibility for patrons, guests and visitors arriving and departing their function and will ensure that their conduct is controlled.
6. The Hirer is responsible for any damage to the property and equipment and will meet the costs of any repairs or replacements. A charge will be levied for professional cleaning of oven, grill & hob if this is not cleaned after your event.
7. All refuse from the function must be removed by the Hirer immediately following the event.
8. During the period of hire, the Hirer must ensure all FIRE EXITS are unlocked – following the function the Hirer will be personally responsible for locking the premises. The keys must be returned to the Booking Secretary unless alternate arrangements have been made.
9. Alcoholic drinks may be sold for consumption on the premises on condition that the Hirer obtains the necessary licence, which should be displayed in the bar area.
10. The premises must be used for the purpose for which they have been hired and must not be sub-let to any other person.
11. The Committee shall not be held responsible for any loss or damage. Vehicles and their contents are left in the Car Park at the owners' risk.
12. No ballroom chalk or other substances may be applied to the floor by anyone hiring the hall. Please do not put up posters, banners etc except on designated notice boards.
13. The Hirer will provide, at their own expense, Tea Towels, Hand Towels, Soap, Washing Up Liquid, Toilet Rolls, Rubbish Bags etc.
14. The hire of the hall facilities specifically excludes the use of or access to the area designated as the Bowling Green.
15. The area of the Village Hall, Car Park and Bowling Green has been included by East Staffordshire Borough Council in a Public Space Protection Order for the control of Dogs. Any dog on site must be kept on a lead at all times and any fouling of the area by dogs could leave the owner liable to a fine unless they remove any deposits.
16. If musical entertainment is being provided or alcohol is being sold, the Hirer is responsible for obtaining a Temporary Events Notice from East Staffordshire Borough Council. This must be produced to the Management Committee Representative prior to the event.

<p>I understand and agree to abide by the above conditions as Hirer of the Hall.</p> <p>Signature.....</p> <p>Date.....</p>	<p>On behalf of Tatenhill Memorial & Thanksgiving Hall</p> <p>Signature.....</p> <p>Date.....</p>
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