Chigwell Parish Council

Hainault Road

Chigwell

IG7 6QZ

**VICTORY HALL BOOKING FORM**

This form must be completed and returned to Chigwell Parish Council. All bookings are subject to the ‘Terms & Conditions of Hire’ and in compliance with The Victory Hall Safety Notice for Hirers.

|  |  |
| --- | --- |
| Name of Hirer |  |
| Copy of ID provided at Viewing :-* Drivers’ License
* Passport Number
* Recognised Photo
* Proof of Address
 |  |
|  |
|  |
|  |
|  |
| Organisation (if applicable) |  |
| Date(s) Requested |  |
| Start Time Requested |  |
| Finish Time Requested(*This must also allow for setting up and tidying up time*) |  |
| Type of Function / Event |  |
| Number of Persons attending (must NOT exceed maximum of 120) |  |
| Contact Details: Full Address:Mobile Phone Number:Email Address: |  |
|  |
|  |
| Will Alcohol be sold? | YES | NO |
| Viewing Date ?To be agreed by both parties with above ID to be provided in person |  |

If selling alcohol, a licence must be applied for through the Epping Forest District Council in good time before the event. All electrical items brought onto the premises must have a valid PAT test label if more than 12 months’ old. This includes phone chargers and any other small electricals.

**Charges**:

Victory Hall is available for hire between 8 am and 11.00 pm. The maximum single booking slot is 15 hours, and the minimum is two hours.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Resident | Non Resident | Private profit Organisation |
| Monday to Thursday | £30 per hour | £45 per hour | £100 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Before 6pm | After 6pm | 8am – 11pm |
|  | Resident | Non Resident | Resident | Non Resident | Private profit Organisation |
| Friday | £30.00 | £45.00 | £40.00 | £60.00 | £120.00 |
| Saturday &Sunday | £35.00 | £52.50 | £40.00 | £65.00 | £130.00 |

Car parking is generally available for approximately 20-35 cars in the side and rear of the property but cannot be guaranteed.

Booking Times: Please note that the Hall **closes at 11 p.m., and any audio or music MUST STOP by 11 p.m. Please ensure you and your guests are respectful of residents when leaving the building,** out of consideration for our neighbours.

All rubbish must be taken away with you when you leave the premises.

Block bookings can be for no more than 13 weeks at a time and no more than three months in advance.

Bookings are not confirmed until the parish issues a booking reference in writing via a Booking Order.

**IF DEPOSIT IS NOT PAID, THE BOOKING CAN NOT TAKE PLACE**

**IF ID IS NOT PRODUCED IN PERSON, THE BOOKING CAN NOT TAKE PLACE**

All bookings are subject to a refundable damage deposit of £275.00 and a refundable key deposit of £125.00. Payment must be made before the event: -

1. By Bank Transfer (quoting Booking Order Reference number). The deposit can also be paid together with the Booking Fee
2. By cash at the latest on the Friday before a weekend event, or the day before a weekday event.
3. By cash at Parish Offices Monday to Friday 10 am to 3 pm

**I am the Hirer / I am authorised by the Hirer (delete as appropriate) to enter into this Agreement.**

**I agree to the Terms and Conditions of this Agreement:**

**Signature: ………………………………………………………………….**

**Name: ………………………………………………………………….**

**Date: ………………………………………………………………….**

**For Office Use Only:**

**Received by: (name) ………………………………………………………………**

**Date: ………………………………………………………………**

**ID Copy taken: ………………………………………………………………**

**Booking Reference: ………………………………………………………………**

**Confirmation: Date Sent: ………….. Email/Letter (delete as appropriate)**

**Booking Fee: Amount: £ ………… Date: ……………. Method: ……………**

**Damage Deposit: Amount £275.00 Date: ……………. Method: …………...**

**Key Deposit: Amount £125.00 Date: ……………. Method: ……………**