



Chigwell Parish Council
Hainault Road
Chigwell
IG7 6QZ

Tel: 020 8501 4275 / Email: admin@chigwellparishcouncil.gov.uk

VICTORY HALL BOOKING FORM

This form must be completed and returned to Chigwell Parish Council. All bookings are subject to the 'Terms and Conditions of Premises and Land' and in compliance with all applicable local Safety Notices.

Name of Applicant:	
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Applicant ID Type (to be provided by applicant in person):

Driving Licence	
Passport	
Bill / Statement (issued in past 3 months)	
Other Proof of Address	

Private or Commercial Use:	Private	Commercial
Name of Organisation (if applicable):		

Date(s) Requested:	
Start Time (must include set up time):	
Finish Time (must include clear down time):	

Event Description / Type:	
Number of People Attending (Maximum 200 standing):	

Applicant Full Address:	
Applicant Mobile Phone Number:	
Applicant Email Address:	

Will Alcohol be Sold?	YES	NO
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Agreed Venue Viewing Date:	
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Charges (Venue Hire Booking Fee):

Victory Hall is available for hire between 08:00am and 11:00pm. The maximum single booking slot is 15 hours, and the minimum booking slot is 2 hours.

	Chigwell Resident*	Non-Resident*	Profit Making Organisation
Monday to Thursday	£30 per hour	£45 per hour	£100 per hour

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

* Chigwell Resident is defined as residing at an IG7 postcode and paying Council Tax to Epping Forest District Council. Non-Resident is defined as residing at any postcode other than IG7, or at an IG7 postcode but paying Council Tax to the London Borough of Redbridge.

Bookings cannot be made more than three months in advance.

The maximum block booking period is 13 weeks.

Bookings are not confirmed until the Parish Council issues a booking reference (V0 Ref) in writing via a Booking Order.

The booking fee is payable in full within 2 working days of the Booking Order issue date.

Bookings are subject to a conditional refundable Damage Deposit of £275.00 and a conditional refundable Key Deposit of £125.00. These deposit payments must be paid in full no less than 2 working days before the date of the event:

1. By bank transfer (quoting the Booking Order reference number).
2. By cash at Parish Council Office Monday to Friday from 10:00am to 3:00pm.

IF THE VENUE HIRE BOOKING FEE AND / OR DAMAGE AND KEY DEPOSITS ARE NOT PAID IN FULL WITHIN THE STIPULATED TIMESCALES, THE BOOKING WILL NOT TAKE PLACE.

IF APPLICANT PROOF OF ADDRESS ID IS NOT PROVIDED IN PERSON WHEN REQUESTED, THE BOOKING WILL NOT TAKE PLACE.

PLEASE REFER TO AND ABIDE BY THE 'TERMS AND CONDITIONS OF PREMISES AND LAND' DOCUMENT FOR MORE INFORMATION REGARDING THE CONDITIONS OF HIRE.

I, the Applicant, hereby declare that all of the information provided on this booking form is true, and I agree to the Terms and Conditions of this Agreement:

Signature: _____

Print Name: _____

Date: _____

For Office Use Only:

Received By (Name): _____

Date: _____

ID Copy Taken: _____

Booking Ref: _____

Confirmation Email Date Sent: _____

Date ID Copy Destroyed: _____

Booking Fee: £ _____ Date: _____ Note: _____

Damage Deposit: £275.00 Date: _____ Note: _____

Key Deposit: £125.00 Date: _____ Note: _____