BISHOP'S CLEEVE TITHE BARN

BOOKING FORM AND HIRE AGREEMENT 2023 - 2024

Deposit £100 / £50   Received _____   **Fee Due** _____   *Fee received* _____

THIS AGREEMENT is made between **The Bishop's Cleeve Village Hall Management Committee** ("**The Committee**") and **The Hirer** named below. On payment in full of the hire charge **The Committee** agrees to **The Hirer** using the rooms identified in this form subject to the Standard Conditions of Hire, and the Safety Information as displayed on the web site www.cleevetithebarn.org.uk

HIRER_____Email_____

Address_____Postcode_____

Telephone Number_____ Mobile number_____

Responsible Person_____**Organisation** _____

ROOMS REQUIRED (please indicate)

Whole Barn / Main Hall / Meeting Room / Committee Room / School Room / New Bar

(Note a Kitchen is available to all hirers either on the ground floor or off the Main Hall)

PURPOSE OF HIRE   Wedding Reception / Dance / Children's Party / Adult Birthday Party / Public Meeting / Private meeting / Arts-Crafts / Class

Other _____ (Failure to disclose the true purpose of hire may forfeit the booking and the hire fee)

PERIOD OF HIRE REQUIRED

Date_____ Start Time_____ Finish Time_____ (Not after Midnight)

Date_____ Start Time_____ Finish Time_____ (Not after Midnight)

BAR REQUIRED Yes / No (please circle)

The Hall is licensed for the consumption of alcohol and the Licensee has exclusive rights for the supply of alcohol and soft drinks. Your requirement for a bar must be confirmed with the licensee as early as possible**,** email address **bar@cleevetithebarn.org.uk**

BOOKING DEPOSIT

For bookings on Friday evening, Saturday or Sunday of two hours or over, or any booking of over four hours a **deposit of £100** is payable, for all other bookings a **deposit of £50** is payable.

Cheques payable to Bishops Cleeve Village Hall.   Bacs payments sort code 30-91-87 account no 46080960.

Please reference your payment surname & date. Smith 28/08/21

HIRE CHARGE £_____per hour for_____hours; plus £_____per hour for_____hours   Total £_____

The hire charge is to be paid **not less than 6 weeks** before the date of hire. If booking less than 1 month before the date of the hire, the Booking Deposit and Hire Charge are payable when booking. Cheques must clear before the date of hire.

Your BACS data for refund of deposit: Account _____ Sort Code ____ - ____ - ____ Bank _____

☐ **Please tick to confirm that you have read and agree to the terms and conditions laid out on the Tithe Barn website**.

I hereby accept responsibility for the premises for the period of my hire and for ensuring that all conditions of the Public Entertainments Licence relating to management and supervision of the premises are met. I am over 21 years of age.

The Hirer_____   Booking Secretary_____

Date_____   Date_____

Please return your completed booking form to the Booking Secretary, with your deposit, for your booking to be confirmed
The Booking Secretary, The Tithe Barn, Cheltenham Road, Bishop's Cleeve, Glos, GL52 8LU, or bookings@cleevetithebarn.org.uk