The Green
Wembdon

"A Village Hall, Sports Ground and Open Space"

Wembdon Village Hall and Playing Fields Trust - Hiring Agreement

The Green at Wembdon, Homberg Way, Bridgwater TA6 7BY

1. Date(s) and times required: _____
2. Authorised Representative: ***Name, contact number & address:***

   _____ _____
3. **Hirer:** Name: _____

Note: Person signing must be 21 years of age or over. A responsible adult (over 21 years) must be present throughout the period of hiring.
Under no circumstances is alcohol to be consumed by any person less than 18 years of age.

4. Reason for hiring:

Private bookings require a damage/cleaning deposit of £200: Deposit required **Yes / No**	
Number of hours:	
Use of kitchen for preparation, cooking, washing up or by caterers: ***£amount*** **Yes / No** Name of caterer if using:	Limited use of kitchen for tea /coffee **Yes / No** This is free
Use of the bar: **Yes / No** **ONLY** alcohol purchased from the bar may be consumed inside the hall and outside areas	
Rooms required: kitchen / bar / Notaro Hall / Kidsbury Hall / Crowpill Hall / Viridor Community Lounge Please circle all that apply	
Total cost excluding damage/cleaning deposit: **£**	

Booking Deposit: 50% of the total cost will secure this booking
Full payment is due 1 month prior to event date. Please make separate cheques (cost of hire deposit and security bond) payable to ***Wembdon Village Hall and Playing Fields Trust*** and return this form to the booking clerk: ***Mrs M Tyrrell at the above address.***
Enquiries: ***Lyn@wembdonvillagehall.co.uk***
Please make sure that the hall is **cleared up** within the hiring period and left clean as found. Your cheque for the security bond will be destroyed after the event as long as everything is in order.

It is hereby agreed that the Standard Conditions of Hire attached, together with any Special Conditions of Hire, shall form part of the terms of the Hiring Agreement unless specifically excluded. I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement. I have read the conditions of hire.

Signature of hirer as named in number 3: _____ Date: _____

Name/Organisation: _____ Date of hiring: _____

Total cost of booking: _____ Amount enclosed: _____

Security bond cheque enclosed: £200 **Yes / No**