

## Hiring Application

Send an application to Email Address: [hallbookings@westleywaterless.com](mailto:hallbookings@westleywaterless.com)

I hereby make application to hire Westley Waterless Village Hall for the purpose of:

Function: .....

Date: ..... Time from:..... Time to:.....

### Hire Rates:

- WW village residents @ £12.00 per hour. Non-WW village residents @ £15.00 per hour
- Cleaning charge: If the hire is for less than 3 hours, a cleaning charge of £15 to be added.
- A refundable deposit of £30 to secure the booking. If the hall is not left in the same it was found in, this deposit will be forfeited.
- If the event should run over the allotted times above, an invoice requiring immediate payment will be sent out after the event.

### Payment terms:

- Deposit of £30 to secure the booking. This will be returned to the hirer within 1 week after the event – subject to the Hall being left in the same state it was found in.
- Hire fee to be paid at least 5 working days before the date of the booking

I have made a bank transfer to the Westley Waterless Village Hall bank account (details below) for the stipulated fee of £..... plus the deposit of £30

Account Name: Westley Waterless Village Hall

Bank: Barclays Bank Account Number: 80955361 Sort Code: 20-60-38

I agree to pay the cost of making good any damages incurred during the Hiring howsoever caused. I further undertake not to sub-let the premises and agree to leave the premises in a **clean and tidy condition**. Please note that once the existing outside refuse bin has been filled any further rubbish **must** be taken away from the site.

I understand that all music must cease by 11:30pm and the Hall vacated and quiet before midnight. *NB: The music licence is for the Hall only.*

**By my signature below I accept that I have read and understand the Terms and Conditions of Hire as found on the Westley Waterless Village Hall website: [www.westleywaterless.com/hall](http://www.westleywaterless.com/hall)**

Signed: .....Date:.....

Name (print): .....

Address: .....

..... Postcode:.....

Email address:..... Tel Number:.....

Deposit to be returned to: Sort Code ..... Account.....