



Telephone: 01489 572913

Email: manager@victoryhall.org.uk

Website: www.victoryhall.org.uk

HIRER'S CONTACT DETAILS

Name			
Organisation			
Address			
Email			
Phone		Mobile	

BOOKING DETAILS

Date(s) of hire			
Purpose of hire			
Number of people expected			
Room Access Time		Room Vacation Time	
Including time required for setting up beforehand and tidying away afterwards			

ROOM REQUIREMENTS

Main Hall		Bartholomew Room	
Hook Room		Newbury Room	
Kitchen – cups/saucers + Hot water ONLY		Kitchen – All services incl. Gas , Electric, Pots, Pans etc.	
Bar			

Additional Information

CHARGES & PAYMENTS

Room Hire Charge	
Booking Deposit (payable on completion of this form)	
Refundable Security/Damage deposit	

- The Balance of the booking fees are payable no later than 14 days prior to function
- Regular users will be invoiced monthly in arrears
- Setting up and tidying away is included within the hire time
- Setting up and tidying away is the responsibility of the hirer
- All furniture to be returned to its rightful place and the room left clean and tidy
- The hirer will require the necessary licenses and public liability insurance
- Only Alcohol purchased from the Bar maybe consumed on the Premises (unless otherwise arranged with The Manager)

I have read and understood the Hire Terms & Conditions and The Victory Hall Fire Policy (see website for details) and agree to comply with these fully.

I agree to The Victory Hall holding my information on file for the purpose of this booking

Signed (Hirer) Name
Date