

Coolham Village Hall

Billingshurst Road
Coolham
West Sussex
RH13 8QN
coolhamvillagehall@gmail.com
coolhamvillagehall.co.uk
Registered Charity Number: 305418

Hire Contract:

To:	
Email Address:	
Booking Reference:	

This is an agreement between the **HIRER**, who must be at least 18 years of age, and **THE TRUSTEES OF COOLHAM VILLAGE HALL** whereby, the TRUSTEES agrees to allow the HIRER to use the premises for the purposes, period and considerations described below:

Please complete in **BLOCK** letters.

Name of Hirer:						
Address:						
Telephone:						
Email:						
Date of Hire:						
Period of Hire: Please tick	Morning		Afternoon		Evening	
Name of Organisation if Applicable:						
Purpose of Hire:						
The HIRER agrees to be present during the hiring and to be responsible for the provisions and stipulations in the attached "Conditions of Hire". Signing this form acknowledges that these are accepted and understood. Special note should be taken of the Health and Safety requirements therein including maximum occupancy.						
Hire Fee:				Deposit:		
Please indicate which payment method you will be using:				Post	Bank Transfer	
Signed by the Hirer:						
Signed on behalf of Coolham Village Hall						

Returning your booking form, deposit and payment:

Please return this form, together with your payment and deposit. This can either be done via post or electronically. Please also attach copies of any appropriate licences, eg for alcohol, performing rights etc. as per our hire conditions.

Electronic:

Please complete and sign your booking form and email a copy to coolhamvillagehall@gmail.com.

If returning your form electronically you can either send your deposit and payment cheques in the post (details below). Please send two separate cheques, one for the Hire Fee and one for the Deposit (with stamped addressed envelope if you would like your deposit cheque returned, alternatively, your deposit cheque will be destroyed after the event subject to any deductions as per our hire conditions). Cheques should be made payable to "Coolham Village Hall".

Alternatively, payments can be received via bank transfer, details below: Please note if sending your payment electronically, please include your deposit fee. This will be refunded to you via cheque after your event subject to any deductions as per our hire conditions.

Barclays Bank

Account Name: Coolham Village Hall | Sort Code: 20-42-58 | Account Number: 10279757

By Post:

Completed and signed booking forms, together with your deposit, hire payment cheques and appropriate licences, can be sent by post to Tanya Barnes-Egan, Chairman, Coolham Village Hall, c/o Ivy Cottage, Thakeham Road, Coolham, West Sussex RH13 8QD telephone: 07808527935

Access to the Hall

The access code for the Hall can be obtained three days in advance of booking. Please contact us for further details.

The field adjacent to the Hall forms no part of this agreement. For information regarding the hiring of the field adjacent to the Hall, please contact Shipley Parish Council. clerk@shipley-pc.gov.uk

Please note, if you do hire Coolham Village Hall and provide your contact details so that we can use your data to manage your booking and contact you from time to time, under the General Data Protection Regulations (GDPR), which came into effect on May 25th 2018, we need your formal consent to hold your data on file.

Consent can be given by selecting the option below. Without your consent we will unfortunately not be able to retain your details on our database or send you any further communications from Coolham Village Hall.

Please note, you can request to have your details removed from our database at any time by sending an email to coolhamvillagehall@gmail.com

Links to our Privacy Policy and Legal Notice can be found on our website coolhamvillagehall.co.uk

Please select from the following options:

I consent to The Trustees of Coolham Village Hall holding my details on the CVH database and keeping me updated with news, event information etc	YES	NO
Once I have completed my hire arrangement, I do not want to receive any information From Coolham Village Hall and do not want the Trustees of Coolham Village Hall to hold my details on file.	YES	NO

Thank you for hiring Coolham Village Hall, we hope that you find everything satisfactory.

We welcome any comments which will help us provide a better service and would ask that you please leave the hall as you would wish to find it.