

APPLICATION FOR HIRE OF PREMISES

Name of Hirer: _____

Organisation / Company: _____

Address of Hirer: _____
_____ Postcode: _____

Telephone number: _____ Email: _____

Date(s) required: _____

Time required: (*see Note 1 overleaf*) From (start time) _____ To (finish time) _____

Accommodation required (Note 2)	Tick
Main Hall	
Ned Hartley Room (Main Hall Annexe)	
Kitchen	
Harding Room	
Club Room	
Colin Hurt Room (large attic)	
Debbie Towart Room (small attic)	

Purpose of Hiring: _____ If birthday party, give age celebrated ____ (Note 3)

How many people will be attending (Note 4) ? _____ (Maximum of ____ allowed for this function)

If a children's party, how many adults will be supervising? ____ ***This number must not be exceeded***

Will food be served (Note 5) ? **YES / NO ***

Will intoxicating liquor be consumed (Note 6) ? **YES / NO ***

What music will be played (Note 7) ? **LIVE / DISCO / RECORDED / NONE ***

Do you require the stage curtains to be open (Note 8) ? **YES / NO ***

Name and address to which invoice should be sent (if different from the above):

_____ Postcode: _____ Telephone: _____

I am over 18 years of age. I acknowledge receipt of the Terms and Conditions of Hiring and the current Scale of Charges. I have read and accept the Terms and Conditions of Hiring.

I enclose the required returnable deposit of £ _____ **NOTE: This deposit is to be submitted IN ADDITION TO**

I also enclose payment in full of £ _____ (Note 9) **the calculated hire charges. (Note 9)**

(Cheques to be made payable to "Stoke Poges Village Hall")

Signed: _____

Date: _____

The completed application form and deposit (and payment in full if required) should be sent to the Lettings Officer (see over).

* delete as necessary

NOTES:

- 1) The time booked must include any preparation and assembly time before the event and any clearing up and any dispersal time afterwards. ***A cleaner is only provided for hires finishing at or after 11pm on Saturdays and Sundays.*** The premises must be vacated by 11.45pm at the latest (11.15pm on a Sunday).
- 2) The requested accommodation has been provisionally reserved for you but may no longer be available if this form and deposit (and payment in full, if required) are not returned to the Lettings Officer within **7 DAYS**.
- 3) Facilities will **not** be let for any function where the majority of attendees will be between the ages of 13 and 20 years.
- 4) The maximum permitted capacity of the Main Hall varies from 200 to 80 persons, depending on the type of event and layout of tables and chairs. These figures include helpers and performers. Advice should be sought from the Lettings Officer. (Full details are in "Rules for the Use of the Village Centre" displayed in the premises.) On no account will these figures be exceeded. Hirers are advised to inspect the premises before finalising the booking.
- 5) Kitchen facilities include a wall mounted boiler for boiling water, a domestic refrigerator, microwave oven and a domestic cooker. No china or cutlery is available. The kitchen will be locked unless it has been booked.
- 6) If intoxicating liquor is to be consumed on the premises, a separate form ("Application for Supply of Intoxicating Liquor") will be sent to you. You will also wish to discuss your requirements with the Social Club Steward.
Under no circumstances will any intoxicating liquors be bought, sold, supplied or consumed except as supplied by Stoke Poges Village Centre Social Club Ltd.
- 7) The premises are licensed for music and dancing and for stage performances. A copy of the licence is displayed on the premises. The premises are also licensed with the Performing Right Society for the performance of copyright music controlled by the Society and with Phonographic Performance Ltd. It is a condition of our Public Entertainment Licence that music must not be played after 11.30pm (11.00pm on a Sunday). ***Under no circumstances will the Hirer allow music to be played after the permitted time.***
- 8) The stage curtains are normally locked in the closed position
- 9) Hirers should enclose with this application the required returnable deposit plus:
 - a. payment in full if the application is made less than six weeks before the date of hire
 - b. payment in full if the total hire charge is less than £50

In all other circumstances an invoice will be issued 6-8 weeks before the date of hire. The full hire charge must be paid at least one month before the date of hire. The deposit (less any charges) will be returned within three weeks following the hire.

LETTINGS OFFICER:	The Lettings Officer The Village Centre Rogers Lane Stoke Poges SL2 4LP	Telephone: 07565 116075 email: lettings@stoke-poges-centre.org.uk
CENTRE MANAGER:	Tracey Clark	Telephone: 07929 273003 email: manager@stoke-poges-centre.org.uk
CARETAKER:	Kirsten Tarrier	Telephone: 07957 926725
SOCIAL CLUB:	(7.00pm-11.00pm daily)	Telephone: 01753 646578