

Booking Form

Please be rest assured that your personal information will be treated securely and responsibly
and will never be disclosed to anyone outside the Northall Village Trust.
After our financial accounts have been audited each year this page will be destroyed.

Name of Hirer (+ Organisation name if applicable)				
Address				
Telephone Number				
e-mail address (please ensure that this is really legible)		This will be used to confirm your booking & the receipt of cheques (or payment by internet banking), as well as giving arrangements for collecting & returning the Hall keys		Please enter northallvhbookings@gmail.com into your address book now - so as to avoid the confirmation e-mail going into your Spam box.
Purpose for Using Hall (e.g. children's 5 th birthday party)				
Date of Hire				
Time of Hire (to include all setting-up and clearing-up)				
From	To	No. of Hrs	@	Amount
			£12.00/Hr	
		Min. of 3 hours	£7.00/Hr Local Residents' Rate*	£
Soft Play Equipment			£10.00	£
Party Games Box			£5.00	£
Crockery/ Cutlery required?	Either: 60 sets of dinner & side plates, bowls, glasses; cups, saucers; knives, forks, dessert spoons, dessert forks & tea spoons, together with some sugar bowls & milk jugs and 4 large serving spoons		£8.00 This now includes the use of our super new commercial dishwasher with 3 minutes cycle time!	£
	Or: For serving coffee/tea/cakes for 20 (mugs, side plates & tea spoons; together with a few serving plates, sugar bowls & milk jugs).		£3.00 Also includes dishwasher use!	
TOTAL CHEQUE DUE NOW FOR YOUR BOOKING				£
Please also attach a separate ' DAMAGE DEPOSIT ' cheque for £50.00 (against damage, non-removal of all rubbish, cleaning etc)				

Please send completed **Booking Form**, signed **Booking Conditions** (sheet 3 below) and **2** cheques to:

Mrs Lorna Cubbage
Bookings Secretary
Northall Village Trust
"Larums", 39 Eaton Bray Road,
Northall,
Nr. Dunstable, Beds. LU6 2EU

Tel: **07857 318 696**

e-mail:
northallvhbookings@gmail.com

We much prefer payment by cheque, but if you are paying by Internet Banking you must also complete and return sheet 2 below.

Please make both cheques payable to:

Northall Village Trust

* **Local Residents are those Hirers who live in Northall, Edlesborough, Dagnall & Eaton Bray**

If you are paying by cheque you do not need to use or print out this page

INTERNET BANKING

Northall Village Trust much prefers payment by cheque as this facilitates our processing of the very important 'Damage Deposit' cheque.

However, if you do not have a cheque book then you may pay by internet banking. Please complete the following and send this page, along with pages 1 and 3, to our Bookings Secretary:

Total Payment of Fees due + £50 'Damage Deposit'	In your bank transfer please ensure that you give the following as the reference: Your full name	Northall Village Trust Bank Details	
		Bank: CAF Bank (Charities Aid Foundation Bank)	A/c Name: Northall Village Trust
		A/c Number: 00031357	
		Sort Code: 40-52-40	

To enable your £50.00 'Damage Deposit' to be refunded (if applicable) please provide the following information				
Name of your Bank				
Name of your Account				
Your Bank Account Number				
Your Bank Account Sort Code	<table border="1"><tr><td></td><td></td><td></td></tr></table>			

As we are a Registered Charity we are required to have authorisations from 2 Trustees for every payment we make. Consequently, it may take up to 2 weeks after your Hall Booking before any refund due appears in your bank a/c.

Please note that when the refund due has been transferred into your bank account this page will be shredded and your bank details removed from NVT's bank data.

Northall Village Hall
South End Lane, Northall, Nr. Dunstable, Beds. LU6 2EX
Booking Conditions

- I agree to pay the total booking fee for any cancellation made within fourteen days of the date of hire. If I cancel the booking between fourteen and twenty-eight days of the date of hire, I agree to pay a charge of 50% of the total booking fee.
- I agree to pay in full for any damage to the structure, furniture, equipment or decorations of Northall Village Hall, car park, grounds and Play Area resulting from the hire of the Hall by me on the date shown in the Booking Form.
- I further agree to remove all rubbish and litter (including rubbish in the kitchen & baby changing flip-top bins), and to leave the Hall, car park and grounds in a clean and fit condition to the satisfaction of the next user & to the satisfaction of Northall Village Trust (NVT), and that any NVT labour used for any required cleaning of the Hall, car park and grounds, or for the removal of rubbish on my behalf, will be charged to me at £15.00 per cleaner hour.
- I am aware that the Fire Regulations restrict the capacity of the Hall to a maximum of 60 people.
- I accept that, in the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, NVT will not be liable for any resulting loss or damage whatsoever. (If the Hall is unusable, all Hiring Fees would, of course, be refunded in full).
- I accept that I am hiring the Hall as a non-smoking venue.
- I understand that, although alcoholic beverages can be consumed on the premises, on no account must they be offered for sale.
- I accept that I am responsible for ensuring that everyone on the premises, at any time during the let, comply with all applicable legislation, including The Children Act 1989, The Protection of Children Act 1999 and The Care Standards Act 2000. (Details of these Acts can be read at, or downloaded from www.opsi.gov.uk).
- If I am using the Hall for commercial purposes, I undertake to arrange my own Public Liability & Personal Accident Insurance. (Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes).
- If I am using a ‘Bouncy Castle’, I understand that I must arrange my own Public Liability & Personal Accident Insurance.
- I have read, understood and agree to follow the [Helpful Notes for Hirers](#) – in particular those relating to Health & Safety.
- I confirm that I am over 18 years of age and that I am legally responsible for this Undertaking.

Signed:

Date:

Please return this signed Booking Conditions, along with your Booking Form and 2 cheques, to:

Mrs Lorna Cubbage
Bookings Secretary
Northall Village Trust
“Larums”, 39 Eaton Bray Road, Northall,
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www.edlesborough-pc.gov.uk/nvh