

Marwood Community Hall Booking Form

1. **THE HIRER:** (One agreement per booking – PLEASE PRINT CLEARLY)

	Marwood Resident/Parent of Marwood School Pupil:	
	Non-Resident Individual:	
Name:		
Billing Address:		
Telephone:		
Email:		

2. **DATE(S) / TIME(S) REQUIRED**

Date(s):	From:		To:	
Time(s):	From:		To:	

3. **EVENT DESCRIPTION** (Please tick all boxes that apply)

Non-licenced activity:				
Licenced activity:				
Attending:	0-50		50+	
Age (s):	Up to 18		18+	
Will food be provided:	YES		NO	

4. **FACILITIES REQUIRED** (Please tick all boxes that apply)

Please Do Not use any of the schools catering equipment unless requested & authorised.

Catering Equipment:	
Low Height Tables:	
Chairs:	
For Information.	
With effect from 1st December 2021 and at the discretion of the Trustee - All hires for parties where the kitchen is used, will require a £200 refundable bond. The Steam Oven & Deep Fat Fryers are not to be used.	
Due to Covid restrictions we have removed some equipment. Please bring dishcloths and tea towels that you need for your booking.	
Please remove all your rubbish and recycling from the hall. Thank you. Failure to remove your waste will result in the loss of your bond.	

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5. HIRING FEES:

To be completed by the Authorised Representative on behalf of Marwood Community Hall

Deposit with Booking Form £			
Balance + Refundable Bond £		Date:	

AGREEMENT

The Hirer accepts the full Terms and Conditions of Hiring

Please see at: [Terms & Conditions](#) In consideration of the Hiring Fee described in clause 5 above, the Marwood Community Hall agrees to permit the Hirer to use the Hall (and if applicable Marwood School agrees to permit the Hirer to use the grounds and facilities, as identified on the plan at: [Marwood Community Hall Site Plan](#) along with any facilities identified in clause 4 for the purposes identified in clause 3 and for the period(s) described in clause 2 above only. This Hiring Agreement includes any annexed Standard Conditions of Hire and any Special Conditions.

THE HIRER ACCEPTS RESPONSIBILITY

- For the event and its conduct in accordance with the Terms and Conditions of Hire and agrees to complete the End of Hiring Declaration (Annex A) and to return the key as agreed with the Authorised Representative.
- To pay a Deposit of £100 to secure the booking and the Hirer undertakes to pay the balance of the Hiring Fee plus £200 Refundable Bond to make up full payment, not later than 6 months before the Wedding / event by BACS or online payment:

Marwood Community Hall:

Sort Code: 60-02-03

Account Number: 95383131

Signed: **Date:**

The HIRER named above

Signed: **Date:**

Authorised Representative: on behalf of Marwood Community hall

Email: booking.marwoodhall.com

(IF THE SCHOOL GROUNDS ARE TO BE USED)

Signed: **Date:**

On behalf of Marwood School