



Please make sure you have read and understood the two associated documents entitled 'Conditions of Hire' and 'Compliance with Hire'. They contain information that is essential you understand. If you have not received these documents they are available on the Victory Hall website. A provisional booking may have been accepted by email, phone or by direct contact however, this form must be filled in and returned before a formal booking can be accepted. You will be sent booking confirmation indicating if your booking has been accepted, until this point your booking is not confirmed. The booking fee and deposit for the bookings specified above must be included with the application and delivered to 'Victory Hall Bookings, 5 The Row, Broadwell, Rugby, Warwickshire. CV23 8HF' Cheques should be made payable to "The Trustees of Broadwell Green".

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**Please sign the declaration below to indicate acceptance of all terms and conditions before returning this document**

I have read and understood the 'Conditions of Hire' document and the 'Compliance with Hire and Premises License Conditions' document supplied with this hire agreement.

I understand that my personal data will be kept securely and only used for the administration of this booking. Once the booking has taken place and any outstanding issues have been resolved your deposit will be returned and all your personal data will be securely deleted.

I enclose a cheque/cash for £\_\_\_\_\_ to cover the booking fee and the deposit. I understand that if the Hall is not left in a clean and reasonable condition the deposit will be retained and used to cover the cost of returning the Hall to the condition it was in at the start of the hire period.

Name of Hirer in block capitals<sup>6</sup>: \_\_\_\_\_

Signature of Hirer: \_\_\_\_\_

Date of signing: \_\_\_\_\_

Notes:

- 1 Please enter the name of the person or organisation legally responsible for the booking.
- 2 Will the event only invite friends, relations, members of a private club or group as opposed to a general invitation to the public.
- 3 You are required to supply the contact details, including a phone number, of someone who can be contacted in the event of an emergency arising.
- 4 Commercial bookings are those that result in the organiser or organisation making a profit out of the event that is not used to fund the running of a club/group or used for charitable purposes. Please check with 'Bookings Secretary' if in doubt.
- 5 Bookings are defined as 'low risk' or 'high risk' and the deposit required on booking is based on this assessment. Please check with the 'Bookings Secretary' for applicable rate.
- 6 The person who signs this hire agreement must be over the age of 18 and understand they take full responsibility for ensuring the terms and conditions of hire are carried out.