

**Marshfield Village Hall**  
**REGULAR USER GROUP BOOKING FORM**

<b>Name of User Group</b>	
<b>Description of Activity</b>	

**USER GROUP REPRESENTATIVE, the 'Hirer', contact details**

<b>Name</b>		<b>Telephone</b>	
<b>Postal Address</b>		<b>Email Address</b>	

<b>Time Required</b>	<b>From</b>	am/pm	<b>To</b>	am/pm
<b>School Term Time Only?</b>	<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/> [Please indicate with <input checked="" type="checkbox"/>	
<b>May the above details be used on MVH marketing material?</b> If 'No', please provide alternative, or state 'None'	<b>Yes</b> <input type="checkbox"/>		<b>No</b> <input type="checkbox"/> [Please indicate with <input checked="" type="checkbox"/>	
	<b>None</b> <input type="checkbox"/>			

**FACILITIES REQUIRED** – please indicate facilities with

Main Hall	<input type="checkbox"/>	<i>Please note that bookings made on Saturdays, during football matches, will not benefit from the use on the gents toilets. Users will have full use of the ladies and the disabled toilets only.</i>
Kitchen	<input type="checkbox"/>	
Conference Room (next to kitchen)	<input type="checkbox"/>	
Junior football pitch	<input type="checkbox"/>	

**STANDARD RATES** (from May 2016)

Day Rate	£8.00 per hour
Evening Rate (from 4.30pm)	£11.00 per hour
Pitch	£6 per hour

**DOCUMENTED AGREED RATES**

*In acknowledgement that the Village Hall is a facility for the benefit of the local community, discounts may be given to support individual user groups at the sole discretion of the Management Committee.*

**SPECIAL REQUIREMENTS** (e.g. require sole use of building; require use of storage cupboard, etc.)

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**REGISTERED KEY HOLDERS** (key provided on receipt of £20.00 deposit - indicate with )

Name	Address	Deposit Paid
		<input type="checkbox"/>
		<input type="checkbox"/>

**ACCEPTANCE OF CONDITIONS OF HIRE**

I, the 'Hirer', have read and agree to the Terms & Conditions of Hire - attached  
 I, the 'Hirer', have read and understood the Fire Evacuation Guidelines - attached.  
 I also understand that should I want to terminate my booking I need to provide the Booking Secretary and Treasurer one month's notice or one month's payment if cancellation is from immediate effect.

<b>Name :</b>	<b>Signature :</b>	<b>Date :</b>

**Polite Reminder:** Please take care of yourself and the facilities leaving the facility tidy and free of rubbish. On leaving the Hall please turn off lights, close/lock doors, set alarm and please leave quietly. Thank you for your kind cooperation.

**Please return this page to Bookings Secretary**