



Booking No.

**Hire Charges:**

|                          | <b>Hall Only</b> | <b>Plus Kitchen</b> | <b>Hall + Kitchen</b> |
|--------------------------|------------------|---------------------|-----------------------|
|                          | Per Hour         | Per Hour            | Per Day (8hrs +)      |
| Dalham residents*        | £7.50            | £17.50              | £80.00                |
| Non resident             | £12.00           | £22.00              | £120.00               |
| Business – residents*    | £17.00           | £27.00              | £200.00               |
| Business - non-residents | £25.00           | £35.00              | £200.00               |

\*A concessionary rate will be applied at the discretion of Dalham Village Hall Committee for the benefit of villagers

**Hire Charge:** \_\_\_\_\_

**Refundable bond:**

£150 - Applies for private parties, dances and commercial use

\_\_\_\_\_

**Outside Caterers:**

A charge may be levied depending on requirements

\_\_\_\_\_

**Cleaning:**

A cleaning fee of up to £40 will be charged for private parties

\_\_\_\_\_

**Total Payment:** \_\_\_\_\_

**50% Deposit of hire charge** £ .....

**Balance** £ .....

Please make cheques payable to **Dalham Village Hall Charity**

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**Payment Policy**

- a. A deposit of 50% of the Hire Charge must be paid on the initial booking of the Village Hall and will act as confirmation of the booking.
- b. A bond may be required against damage or loss incurred to the premises and/or contents by the Hirer or persons associated with the event. Dalham Village Hall Committee reserves the right to increase or decrease the bond at their discretion. A bond of £150 will apply for private parties, dances and commercial use.
- c. The bond will normally be repaid in full seven days after the event unless damage, loss or extra cleaning is deemed necessary. Deductions will be made before any refund and extra charges may be levied if in the opinion of the DVHC, cleaning, damage or loss, exceed the value of the bond. Any refund of the bond will be delayed until the full extent of costs has been assessed.
- d. The balance of the hiring fee and required bond must be paid in full at least two weeks before the event. If the full payment is not received before this time the Village Hall may be let to another hirer.
- e. Cheques will be cashed to account upon receipt and the hire charge will be forfeit if the booking is cancelled less than two weeks before the event
- f. The hirer shall be responsible for all damage (including accidental damage) to the premises or to the fixtures, fittings or content and for the loss of the contents.

**Declaration**

I have read and agree to abide by the '**Terms and Conditions of Hire**' for Dalham Village Hall.

I have paid a deposit of 50% of the hire charge and will pay the balance at least two weeks before the event.

Signed: .....

Date: .....