



THE RIFLE HALL
London Road
Halesworth
IP19 8LG

Telephone Bookings: 07947 080984

Treasurer: Kevin Vail 07947 080984

BOOKING FORM

NOTE: UNDER NO CIRCUMSTANCES ARE ITEMS TO BE FIXED TO THE WALLS AND NO BLUETAC, SELOTAPE, DRAWING PINS OR OTHER FIXINGS USED ANYWHERE WITHIN THE HALL.

I/We(Name of hirer or hiring group)

Contact Name and number.....Email:.....

Address for Invoice:.....

.....Post Code:.....

Type of Event.....Date of Event.....

Time of Event (to include set-up and clearing/cleaning)

From:.....To:.....

Regular Booking: I confirm this is a regular booking for each day of the week/month.....

Entertainment provided by:.....

Address.....

I/We have read and understood all of the booking terms and AGREE to comply with the Conditions of Hire.

BUSINESS USERS. Please provide your insurance provider details & policy number

.....

Will your event require music and/or the use of a Band or Group?.....

Please note that all heavy equipment should be brought into the Rifle Hall on rubber wheels, trolleys or carried, and NOT dragged across the floors or stage surfaces. Failure to supervise these activities could result in loss of deposit and other potential charges for damage caused. It is the Hirer's responsibility to point out these requirements to bands or other entertainers.

You also agree that THE RIFLE HALL will be cleaned after the event, as you would expect it to be ready for your event. **This includes the WCs please.**

I also enclose full payment of £..... Please see below for hire costs.

I also enclose a £100 refundable security/damage deposit of £100 (a cheque will be acceptable & will not be cashed unless it is to be forfeited for damage or cleaning).

All cheques to be payable to 'The Rifle Hall'

Direct bank payments to: HSBC SORT CODE: 40 09 24 ACCOUNT: 21422014

THE FULL HIRE FEE IS PAYABLE ONE MONTH BEFORE HIRE IS DUE TO COMMENCE, failure to pay by this date will result in the cancellation of your booking and forfeiture of your booking deposit of £50.00.

FEES:

Hire of the Hall per hour £15.00 - Bouncy Castle £20 extra

Number of hours:..... Total.....
(To include setting up and cleaning after hire)

SIGNATURES

As Hirer I have read and agree to the conditions of Hire and agree to abide by them. I agree that these shall form part of the hiring agreement. I further agree that none of the provisions of this agreement are intended to or will operate to confer any benefit on a person who is not named as a party to this agreement, including the COVID 19 ADDITIONAL BOOKING CONDITIONS.

Signed by:.....Trustees of the Rifle Hall or Booking Clerk.

Print Name:.....

Signed by:.....The hirer or their authorised representative

Print Name:.....

Please sign and return this form with: your hire fee and deposits (where applicable, a copy of your insurance cover)

We will email invoices/receipts and confirm your booking unless you specify otherwise. Please ensure full payment of the agreed fee plus refundable deposit reaches us at least **one month** before hire.

Booking forms to: Treasurer, c/o Low Farm Bungalow, New Road, Rumburgh, IP19 0NJ

THE RIFLE HALL TRUST - Registered Charity: 1159044

London Road, Halesworth, Suffolk, IP19 0LW Telephone: . Email: riflehall@yahoo.co.uk or kevinvail2427@outlook.com

Trustees: Tony Goldson, Simon Weeks, Kevin Vail, Barbara Warren

www.riflehall.org.uk

Please address all enquiries to: **Kevin Vail, The Treasurer, Low Farm Bungalow, New Road, Rumburgh, IP19 0NJ**

KV REVSION 2020