



## Data Protection Consent

I consent to Newick Village Hall using and retaining the personal data which I have provided on this form for the purposes of managing my booking.

Name .....

Date .....

## Specific Terms of Hire

**Please note that there is a detailed document regarding conditions of hire. Please refer to the detailed document for complete details before signing the form.**

1. Minimum hire period is 1.5 hours (Sunday - Friday), 2 hours evenings from 6pm (Sunday to Thursday) and 3 hours (Friday evening from 6pm & Saturday / Sunday all day)
  2. The Hall is licensed for the sale or consumption of alcohol and entertainment. For alcohol to be available in any circumstance a Licence form (at a cost of £50) must be signed and approved by the hall's Licencee. This approval will also include approval of the bar supervisor. When alcohol is provided it is necessary for the bar and licence to be requested whether or not the bar room is used. For further detail read point 22 on the full Conditions of Hire.
  3. For all hirers a deposit of 50% is required at the time of booking. If the cost of the booking is less than £100 then payment must be made in full at the time of booking. Deposits can be varied at the discretion of the Newick Village Hall Management Committee.
  4. A refundable bond of up to £400 against any damage, additional cleaning and complaints may be requested. If applied this is due with the final payment before the event.
  5. If the Hirer wishes to cancel the booking before the date of hire the following scale of charges will apply:
    - \* no charge if cancelled 3 months prior to the date of hire
    - \* 50% of the charge if cancelled between 3 months and 14 days prior to the date of hire
    - \* total hire charge if cancelled 14 days or less prior to the date of hire
  6. Prices are likely to increase each year with the result that actual hire charges will be calculated at the rates prevailing at the date(s) of the event(s). However, if the hire fees are paid in full, the price will be honoured at the rate current at the booking date for up to 1 year from the date of booking.
  7. Commercial rates are applicable to any organisation that does not have a direct link/ impact on the Newick Community. Please contact the Booking Secretary to discuss prices.
  8. Please note that regretably there is no disabled access to the stage area and committee rooms
  9. Completed and signed booking and responsible person forms together with the deposit (or payment in full) shown on this form must be returned to:

Booking Secretary, Newick Village Hall, 1-3 Western Road, Newick, East Sussex BN8 4LY

Bookings are not confirmed until accepted by the Booking Secretary, such confirmation being subject to the return of the completed and signed booking and responsible person form and payment of the deposit (or full amount).
  10. The Village Hall Management Committee reserves the right to charge for any hours that the Hall or its facilities are used in addition to those originally booked and confirmed.
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