



The Victory Hall & Reading Rooms
27 Warsash Road
Warsash
Southampton
SO31 9HW

Telephone: 01489 572913
Email: manager@victoryhall.org.uk
Web Site: <http://www.victoryhall.btck.co.uk/>

Booking Request Form

SECTION 1

Hirer Information ('the Hirer')

Name of Organiser:

Name of Organisation:

Booking Details

Date room(s) is required:

Purpose of hire:

Room Access Time: Room Vacation Time:

Expected Number of visitors:

Room Requirements

- Main Hall
- Main Hall & Stage
- Kitchen (Hot Water, Electricity, Cups & Saucers **ONLY**)
- Kitchen (Gas, Electricity, Pots, Pans etc. **ALL SERVICES**)
- Hook Room
- Bartholomew Room Kitchen (Hot Water, Electricity, Cups & Saucers)

Newbury Room

Bar

Other information:

.....

.....

.....

I/we **have** Public Liability Insurance

By ticking the box above, the Hirer is required to have adequate Public Liability Insurance with a minimum cover of £5 million pounds through a reputable provider and a copy of your insurance certificate has been provided to the VHMC. Once a copy has been received the additional fee will be waived. Please refer to clause 19 of the Terms and Conditions for details of the level of insurance cover required and the applicable fee if any.

Should you not have Public Liability Insurance and you are either a charity, local group or private individual then the Victory Hall Management Committee will provide suitable cover for you at a rate of £10 per year.

All other entities (not for profit, social enterprises etc) shall provide a copy of their insurance certificate.

We **don't have** public liability insurance.

.....

SECTION 2 (to be completed by the Hall Manager)

Set out below are the details of the amount that the Hirer is required to pay for the hire of the room (s)

Room Hire Charge

Insurance Charge:

Other Charge:

Total Amount Due:

If the total amount due is more than £50.00 a deposit will be required. Please refer to clause 18.1 of the Terms and Conditions. If the Total Amount Due is less than £50.00 you will be expected to pay the full amount no less than 14 days before your event. If your booking is made 10 days or less before your event you will be required to pay the Total Amount Due immediately.

Regular users will be invoiced in arrears, monthly and no deposit is required except for one off functions.

The Hirer confirms that he/she is authorised to sign this Agreement. By signing this Agreement, you agree to be bound by its terms. Please read them carefully. Terms and conditions are available on the Victory Hall website <http://www.victoryhall.btik.com/Documents>.

Signed.....

Date.....

Print Name.....