

**HALL HIRE  
APPLICATION  
FORM**



MOORLANDS VILLAGE HALL  
SCHOOL ROAD  
BAGNALL  
STAFFORDSHIRE  
ST9 9JP

[WWW.MOORLANDS-HALL.ORG.UK](http://WWW.MOORLANDS-HALL.ORG.UK)  
01782 502161 (ANSWER PHONE)

I hereby apply for the hire of Moorlands Village Hall at the above address.

	<i>TIME</i>		<i>DAY</i>	<i>DATE</i>	<i>MONTH</i>	<i>YEAR</i>
<b>FROM:</b>	<input type="text"/>	am/pm	ON	<input type="text"/>	<input type="text"/>	2007
<b>TO:</b>	<input type="text"/>	am/pm	ON	<input type="text"/>	<input type="text"/>	2007

**For the purpose of:**

£

**Total Hire Charge:**  *Includes cleaning charge and bar hire (if taken)*

**Deposit due with this booking form:**  *Non refundable.*

**Balance due on key collection:**  *Total Hire Charge minus £20.00*

**Bond cheque due on key collection:**  *This cheque will be destroyed if there is no damage.*

**Expected numbers of guests over 18 years old**

**I hereby agree to pay the 'Total Hire Charge' for such hire and to observe and perform all the conditions set out in the Conditions of Hire, which I have read. I am over twenty-one years of age and will personally not leave the hall unattended at any time during the above period of hire.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>FULL NAME:</b>	<input type="text"/>
<b>FULL ADDRESS</b>	<input type="text"/>
	<input type="text"/>
<b>POSTCODE:</b>	<input type="text"/>
<b>DAYTIME TELEPHONE NO:</b>	<input type="text"/>
<b>EVENING TELEPHONE NO:</b>	<input type="text"/>

*Where this application is made by a third party, please complete the following:*

This hiring is on behalf of:

whose authority I have to bind them by signing this application on their behalf.

Authorised signature:

**Please return this application form together with the non-refundable deposit of £20.00 to:**

The Booking Clerk Moorlands Village Hall School Road Bagnall Staffordshire ST9 9JP	cheques made payable to:  <b>Moorlands Village Hall</b>
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*The key must be returned within 24 Hours of the end of your event.*

**REMINDER FOR  
ALL HIRERS**



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**The following is a list of some main points to remember when hiring the hall. However, it is the full terms & conditions that form your contract of hire. These have been supplied separately and are available on the web site.**

- 1 Hirers are expected to leave the hall **'as found'**. If the hall and car park is not left 'as found' then the committee reserve the right to deduct incurred charges from the £50.00 bond. Repairs for any damage caused during your hire period will be charged at our costs plus a 10% administration fee. If these costs exceed the sum of £50.00 then the Moorlands Village Hall Committee reserves the right to seek a full refund for all costs incurred plus a 10% administration fee.
- 2 All entertainment and noise must finish by **11:45 PM**.  
Without exception, the hall should be vacated by **12:00 Midnight**.
- 3 When leaving the hall please ensure that all lights are switched **off** and all doors/windows are properly **locked**. Please remind your guests that this is a residential area and their co-operation in keeping all noise to a minimum would be appreciated.
- 4 The key for the rubbish bin is located in the cleaning cupboard on the right hand side of the disabled toilet. Please ensure that it is returned after use. The keys for the first aid equipment and windows are supplied with the main hall key. Keys must be returned by prior arrangement, but no later than 24 hours after your event has finished. Lost keys will incur a replacement charge of **£60.00**.
- 5 No exercisable liquor shall be sold other than through the bar facilities. If a bar has been requested, no other alcohol can be brought into the hall, except with the express permission of the licensee. The bar is licensed to 11:00 PM (Sun – Thurs) and to 11:30 PM (Fri & Sat).
- 6 The licensed capacities for the hall are as follows:

Dancing	150
Seated	118
Dancing & Seated Combined	144
- 7 It is the responsibility of the hirer to ensure that the entire hall facilities match their expectations, i.e. tables, chairs, etc.
- 8 The hirer must be over **twenty-one** years of age and must remain at the hall throughout the entirety of the hire period.
- 9 The hall is a strictly no smoking venue. Any evidence of smoking within the hall will mean a forfeit of the £50 bond.
- 10 The hirer should ensure that any necessary third party liability insurance has been taken out. The Moorlands Village Hall Committee accepts **no** liability for accidents and/or injuries during your hire period.

**CUSTOMER  
QUESTIONNAIRE**



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**Moorlands Village Hall management committee would be grateful if you could take the time to complete this form and return it along with the key after your function.**

**Your responses will be taken seriously as this customer questionnaire is used to assist us in improving the hall for future users.**

**Please return this completed when you return the key. Thank you for your time.**

I hired Moorlands Village Hall on:

	<i>TIME</i>		<i>DAY</i>	<i>DATE</i>	<i>MONTH</i>	<i>YEAR</i>
<b>FROM:</b>	<input type="text"/>	am/pm	ON	<input type="text"/>	<input type="text"/>	2007
<b>TO:</b>	<input type="text"/>	am/pm	ON	<input type="text"/>	<input type="text"/>	2007

**For the purpose of:**  
(please tick box)

<b>Wedding</b>	<input type="checkbox"/>	<b>Funeral</b>	<input type="checkbox"/>
<b>Anniversary</b>	<input type="checkbox"/>	<b>Seminar</b>	<input type="checkbox"/>
<b>Birthday</b>	<input type="checkbox"/>	<b>Other (specify)</b>	<input type="checkbox"/>
<input type="text"/>			

**I heard about the hall from:**  
(please tick box)

<b>Leaflet/Poster</b>	<input type="checkbox"/>	<b>Word of Mouth</b>	<input type="checkbox"/>
<b>Web Site/Internet</b>	<input type="checkbox"/>	<b>Yellow/Blue Pages</b>	<input type="checkbox"/>
<b>Previous Visit</b>	<input type="checkbox"/>	<b>Other (specify)</b>	<input type="checkbox"/>
<input type="text"/>			

**If 'Leaflet/Poster' where did you see the advertisement?**

**What did you like about Moorlands Village Hall?**

**What did you NOT like about Moorlands Village Hall?**

**What would have made your function easier to organise at Moorlands Village Hall?**

**How could Moorlands Village Hall be improved?**

LEAVING THE  
HALL AS YOU  
HAVE FOUND IT



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Please complete the following check sheet to ensure that your bond check can be destroyed without query. This form **MUST** be completed and returned with your key. Without this form being returned completed, we have no alternative but to cash your bond cheque. All damage should be reported on the reverse of this sheet.

I hired Moorlands Village Hall on:

	<i>TIME</i>		<i>DAY</i>	<i>DATE</i>	<i>MONTH</i>	<i>YEAR</i>
<b>FROM:</b>		am/pm	ON			2007
<b>TO:</b>		am/pm	ON			2007

<b>Main Hall:</b> (please circle)	Swept and all rubbish removed.	Y / N
	All liquid spillages mopped and puddles removed.	Y / N
	All chairs and tables stacked/arranged as required.	Y / N
	All surfaces are clean.	Y / N
	Has any damage occurred during your booking.	Y / N
<b>Toilets:</b> (please circle)	Swept and all rubbish removed.	Y / N
	All liquid spillages mopped and puddles removed.	Y / N
	All surfaces are clean.	Y / N
	Ladies toilets checked and have been left clean.	Y / N
	Gents toilets checked and have been left clean.	Y / N
	Disabled toilets checked and have been left clean.	Y / N
Has any damage occurred during your booking.	Y / N	
<b>Kitchen:</b> (please circle)	Swept and all rubbish removed.	Y / N
	All liquid spillages mopped and puddles removed.	Y / N
	All ovens, crockery, cutlery and surfaces are clean.	Y / N
	Has any damage occurred during your booking.	Y / N
<b>Bar Area:</b> (please circle)	Swept and all rubbish removed.	Y / N
	All liquid spillages mopped and puddles removed.	Y / N
	All surfaces are clean.	Y / N
	Has any damage occurred during your booking.	Y / N
<b>Foyer:</b> (please circle)	Swept and all rubbish removed.	Y / N
	All liquid spillages mopped and puddles removed.	Y / N
	Has any damage occurred during your booking.	Y / N
<b>Outside:</b> (please circle)	All rubbish/broken glass removed from Hall surroundings and car park.	Y / N
	Has any damage occurred during your booking.	Y / N

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_  
CONTACT TELEPHONE NO: \_\_\_\_\_