



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex, CM3 5LJ
Tel: 01245 429442 E-mail: debbie@southwoodhamferrerstc.gov.uk

Hall Booking Form 2023

This agreement is made on the date (1) and between SOUTH WOODHAM FERRERS TOWN COUNCIL (2) and the HIRER (3) named below whereby in considerations) of the sum(s) mentioned (5):

A. SOUTH WOODHAM FERRERS TOWN COUNCIL agrees to permit the Hirer to use the premises (5) for the purposes of (7) and for the periods (4) all described as follows:

1. TODAY'S DATE:

2. SOUTH WOODHAM FERRERS TOWN COUNCIL

3. HIRER:

a) Organisation or Person(s):
(Person must be over 21 years of age)

b) Responsible person who will be present throughout the function if different from above (Person must be over 21 years of age). Joint bookings, put both names and both sign at 3b.

c) Home/Business Address:

d) CONTACT DETAILS

**HOME/BUSINESS TELEPHONE
NUMBER:**

MOBILE NUMBER:

EMAIL ADDRESS:

4) PERIOD OF HIRING

Day		Date	
Start time		Finish time	

5) HALL/ROOM REQUIRED – ENTER 'X' IN APPROPRIATE BOX

MAIN HALL		MULTI PURPOSE ROOM		CONFERENCE ROOM		MEETING ROOM	
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**To finalize your booking, payment in FULL must be made within 7 days of the receipt of our invoice.
Failure to do so might result in the cancellation of your booking.**

**Payment can be made via BACs using our invoice number as the reference, by phone using your banker's card on 01245 321817 or cheque which should be made payable to:
South Woodham Ferrers Town Council.**

Please refer to our Conditions of Hire document with regards to our cancellation policy.

6. ESTIMATE NUMBER ATTENDING	
7. PURPOSE OF HIRING	
DETAILS OF ANY ORGANISED ENTERTAINMENT (Bouncy Castle/DJ/Entertainer)	
PA/AV equipment is available free of charge in the Main Hall & Multi-Purpose Room. If you wish to make use of these facilities, please speak with our staff before your event date.	
Are you planning to use inflatables? If yes, please seek advice from the Office before booking. Large inflatables can only be used in the MAIN HALL.	Yes/No
8. I AGREE THAT I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE.	
SIGNED BY THE PERSON NAMED AT 3(b)	
ON BEHALF OF THE ORGANISATION NAME AT 3(a)	
<i>Champions Manor Hall uses personal data for the legal purposes of managing the Hall, its bookings, and finances. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact Karen Atkins on 01245 429446. We do not pass on any information to third parties.</i>	

All Agreements are valid from the date of booking commencement until the end of that same financial year unless specified otherwise in writing on this form. The financial year, for this purpose runs from 1 April to 31 March inclusive.

The Hirer agrees that they have read all the conditions and rules and understands and agrees to abide by them and any other special conditions as set at the time of hire. If the Hirer is in any doubt as to the meaning of any of the conditions, the South Woodham Ferrers Town Council should be consulted immediately.

The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the South Woodham Ferrers Town Council's Standard Conditions of Hire.

SPECIAL CONDITIONS

1. All tables and chairs to be cleaned and returned to their correct locations as indicated by the plans in the halls/rooms.
2. For bookings for young person functions up to 21 years, adequate parental and adult supervision must be assured at all times.
3. **The Hirer agrees that they have read the Conditions of Hire relating to procedures in relation to the Fire Alarm sounding as laid down in Item 8 Conditions of Hire - FIRE RISK.**

Office Use Only:	Invoice/Receipt No:	
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