

# SPELSBURY WAR MEMORIAL HALL

Registered Charity no. 304370

## Application for hire

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

On behalf of (name of organisation if applicable) \_\_\_\_\_

Please state the day(s), date(s) and times you require (including time to set up and clear up):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I shall / shall not (please delete as appropriate) require the permission of the Memorial Hall Committee to sell alcohol
- I shall / shall not (please delete as appropriate) require the permission of the Memorial Hall Committee for the playing of amplified or recorded music

### All applicants must sign the following declaration

I have read the hire conditions, and I understand their meaning. I agree to observe and abide by these conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please tick here  to indicate you are making a BACS payment of £\_\_\_\_\_ (including £50 deposit if applicable) to:

Spelsbury Memorial Hall Sort code: 52 21 31 Account no. 13950320

Please remember to add your surname and event date as your reference, and return your completed form to the Treasurer, by email to [memorialhall@spelsbury.org](mailto:memorialhall@spelsbury.org) or by post to: Helen Datson, 1 Church Lane, Spelsbury, Chipping Norton Oxon, OX7 3JR If you prefer to pay by cheque this should be made payable to 'Spelsbury Memorial Hall' and enclosed with your form.

### Please note your booking is not confirmed until you receive notification from us.

Spelsbury Memorial Hall uses personal data solely for the 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 email the Chairman on [memorialhall@spelsbury.org](mailto:memorialhall@spelsbury.org) or telephone 01608 813055. We would also like to keep in touch with you about future events, opportunities to volunteer with us and fundraising appeals. **If you are happy to hear from us in this way please tick here**

We will never share your data and we promise to keep your details safe and secure. You can change your mind at any time by emailing [memorialhall@spelsbury.org](mailto:memorialhall@spelsbury.org)

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### Hire charges

	<b>Community organisations</b>  WI, Parish Council, PCC etc.	<b>Private hire</b>  Recreational classes etc.	<b>Private hire</b>  Parties, receptions etc.	<b>Commercial hire</b>  Sales, auctions, etc.
<b>Hourly rate</b>	<b>£8 per hour</b>	<b>£8 per hour</b>	<b>£10</b>	<b>£15</b>
<b>Day rate 8am -10pm</b>	<b>£75</b>	<b>£75</b>	<b>n/a</b>	<b>n/a</b>
<b>Deposit</b>	<b>Nil</b>	<b>Nil</b>	<b>£50</b>	<b>£50</b>

One hour is allowed at no charge to set up immediately before your event, and one hour at no charge to clear up immediately after your event; this may be extended at the discretion of the trustees.

Private hire deposits may be waived at the discretion of the trustees.

Deposits will be refunded within 5 days of the hire, subject to a satisfactory inspection of the hall.

Revised May 2018

Spelsbury Memorial Hall Trustees:

Helen Datson, Maxine Hobill, Rick Leyland, Ann Timbs