

Payment

Please pay the hiring fee via on-line banking.

Please use the following account details:

Account Name: Swards End Village Hall
Account No: 40813737
Sort Code: 20-74-05

It's essential that you provide a reference of your surname and hire date,
e.g. "Smith 25/12/2023"

I have made payment by bank transfer using the following reference:

.....

If you are arranging a bouncy castle, please ensure you have a copy of the operator's Public Liability Insurance. **The Hall Insurance does not cover you.**

I confirm I have had sight of the Company's Public liability Insurance and am happy to take on any risks associated with the hiring.

Signed:

Swards End Village Hall Committee would like to thank you for hiring our hall.
All profits are used for the maintenance and improvement of our facility.

Swards End Village Hall

Radwinter Road
CB10 2LG

Tariff and Booking Form



Swards End Village Hall Trust

Registered with the Charity Commissioners of England and Wales

Hiring the Hall

Please see the separate **Notes for Hirers** leaflet for information about the hall and full details of the conditions of hire.

The hirer is responsible for ensuring that the conditions of hire are understood and complied with. If you need clarification, please ask before hiring.

If you are arranging a bouncy castle, please ensure you have a copy of the operator's Public Liability Insurance.

To make enquiries and provisional reservations please contact the bookings secretary by calling **07919 844806** or emailing **sewardsendvillagehall@gmail.com**

To make a firm booking, you will need to complete and sign this form and send it to the bookings secretary.

Tariffs

Commercial hirers:	£18.00 per hour
Clubs:	£15:00 per hour
Private hire:	£20.00 per hour 150 per full day £300 per full weekend (Fri evening until 10:00 am Sunday)

A 10% discount on private hire rates is offered to Swards End residents

Booking Form

Name

Address

.....

.....

Postcode

Phone

Date of Hire

Start Time End Time

Purpose of hire (please describe in detail)

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Age range (please circle) Junior Youth Adult

Professional disco hired? (please circle) Yes No

Name of disco.....

Are you running a licenced bar? (please circle) Yes No

I confirm I have read and understood all conditions of hire and agree to abide by them. I confirm that I am 18 years or older.

Signed