

Southfleet Village Hall, Dale Road, Southfleet, Kent, DA13 9NZ

**Telephone:** 07842 447508 **Email:** info@southfleetvillagehall.co.uk

**Web:** southfleetvillagehall.co.uk

**Application to hire**

Please complete in full and return to: info@southfleetvillagehall.co.uk

**Your Details**

***Name:*** ***Email:*** ***Telephone:***

**Hire Details**

***Date required:*  *Times Required – From: To:***

***Type of Event:***

 ***(Birthday parties, please state age of Birthday)***

**Please read the terms & conditions of hire below prior to sending this form to us:**

Should the hall be left in an unsatisfactory condition after your booking and not as described in the booking terms and conditions. We will deem it necessary to retain your £150.00 deposit/damage waiver to cover additional costs as required.

**Terms & Conditions of hire**

As hirer of Southfleet Village Hall you consent to adhering to the below terms & Conditions of hire.

Failure to adhere to any points will result in your deposit/damage waiver being retained.

**YOUR RESPONSIBILITY AS THE HIRER :**

* Ensure the hall and surrounding area is left as you found it when you arrived.
* Return all tables and chairs neatly back as you found them**.**
* Return any stage sections to how you found them.
* Clean and tidy all areas using the cleaning materials provided in the cleaning cupboard. Please note: Bin bags are NOT supplied.
* Remove all rubbish. NO rubbish is to be left on site.
* Close all windows.
* Turn off lighting in all areas.

Please note: the exterior lights and toilet lobby lights are on a timer and will turn off automatically

* Turn off Hand driers in Toilet areas.
* Turn off all Kitchen appliances.
* Leave the premises at the agreed time and securely locked.
* Returning the keys to the collection point no later than 30 minutes after your booking finish time.

**Courtesy:** Please be courteous to our neighbours and local community by trying to avoid excessive noise from the hall during your bookings and encouraging your guests to leave as quietly as possible at the end of the evening.