

DOWNSTAIRS	Room 1		Room 2		Audio visual equipment		Kitchen	
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Acknowledgement of Conditions of Hire

1. I the undersigned acknowledge that I have read and understand the Hire terms and Conditions of the Townsend Memorial Hall and agree to abide by them during the period of my/ our hire
2. I have been shown relevant fire equipment and emergency exits and agree upon actions required of me in the event of a fire. I will appoint a responsible person to conduct attendees by the shortest , safest route out of the hall to the assembly point by the church
3. I am aware there is no telephone on the premises and will make arrangements to have Clifton residents
4. I acknowledge the NO SMOKING Policy
5. I accept the additional conditions for Teenage and Children’s parties
6. I take fully responsibility for any damage caused and any additional cleaning required following the period of my / our hire
7. All party bookings are required to pay a £100 damage bond, refunded after event, if no damage or additional cleaning required

HIRER’S SIGNATURE

.....DATE.....

HIRE CHARGES FOR 2021 /2022 from 1st June 2021

Upstairs hall	£13.00 per hour
Upstairs kitchen	£ 6.00 per hour
Downstairs room 1	£ 6.50 per hour
Downstairs room 2	£ 6.50 per hour
Downstairs hall	£12.00 per hour
Downstairs kitchen	£ 6.00 per hour
Children’s Parties	By Negotiation
Whole building per day	By Negotiation
Available for external Hire	
Small table hire	£1.50 each per day
Large table hire	£2.50 each per day
Folding chair hire	£0.35 each per day

All hall hire charges include tables and chairs, AV equipment and if kitchen booked all crockery and utensils

The Minimum Hire charge is 1hour for any group /individual irrespective of status

Hire charges will be made based on above charges. For hiring’s over-run, charges will be pro-rata and charged in half hourly segments

Hire charges next reviewed July 2022

**Please return completed booking form to – Bookings Officer Townsend Memorial Hall
1 Lilbourne Road Clifton upon Dunsmore Warwickshire CV23 0BH Or email
tmhbookings2@gmail.com**