

Function Room Hall Hire Agreement

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| Name | |
| Name of Sponsor | |
| Contact Number | |
| Email Address | |
| Date and Time | |
| Event Details | |
| Additional Information (i.e. Number of Guests) | |
| Hall Hire – Morning £50 / Evening £75 All Day £150 | |
| Deposit £50 | |
| PA System Hire £15 Or Tea And Coffee Hire £15 Waste disposal Levy £10 | |
| Hire Paid and Signed for | |
| Deposit Paid and Signed for | |
| Decorating the Hall? | |
| Skittle Ally needed for Food? | |
| Agreed to Terms and Conditions of Hire | |

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|------------------|--|
| Signed and Dated | |
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Terms and Conditions of Hire

- No Party Poppers or Confetti to be used.
- All decorations to be hung with Blue Tac and not pins / Sello Tape.
- No naked flames (Except Cakes) / candles on the tables.
- Deposits / Bookings must be paid for 2 weeks prior to event date.
- Deposit returns can only be done once the hall has been cleaned and inspected. Deposit will be returned providing room is left in suitable state and no damaged has been caused.
- Children must be supervised at all time.
- In the event of cancellations the deposit is non-refundable. You may change the date of the event if another date is available.

If terms and conditions are not met (at the discretion of the management team) all fees paid (including your deposit) to the Street Royal British Legion will be donated to the Royal British Legion.

Name: -

Signature: -

Date :-

