

# Kempsford Village Hall

**Chair:** Ms Iris Lewis  
1 Middle Farm Court  
High Street  
Kempsford, GL7 4EY  
Phone: 01285 810770

**Vice-Chair:** Mrs Helen Caswell  
The Old Forge  
High Street  
Kempsford, GL7 4EJ  
Phone: 01285 810270

**Treasurer:** Mr Ian Dowling  
Heatherstep  
High Street  
Kempsford, GL7 4EQ  
Phone: 01285 810889

**Secretary:** Mrs Dawn Penman  
2 The Wharfings  
Kempsford, GL7 4HJ  
01285 810419

**Bookings:** Mrs Jean Belcher  
Sintra  
High Street  
Kempsford, GL7 4EQ  
Phone: 01285 810564

## Booking Details

Date required.....

Times between.....

Cost.....

Purpose of hire.....

Are you applying for a Temporary Event Notice? .....

Name of Hirer.....

Address of Hirer.....  
.....

Telephone Number.....

Please sign and return this form (within 5 days) to Mrs Jean Belcher, Sintra,  
High Street, Kempford, GL7 4EQ to confirm the booking.

I agree to pay the above charges and to comply with the terms and conditions  
(attached).

Signed.....Date.....

Name (print).....Phone no.....

**The signature must be of a responsible HOUSEHOLDER (if  
necessary on behalf of the hirer) and is liable for any damage.**

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## Terms and Conditions of Hiring

1. The Committee reserve the right to refuse a booking.
2. The Hirer (or person signing for the hirer) is responsible for any damage to the Hall and its contents.
3. All table and chairs are to be wiped and put away PROPERLY after every use
4. All lights are to be turned off, particularly in the kitchen and toilets.
5. All windows are to be checked and locked.
6. The Hall is to be left clean and tidy and ALL RUBBISH TO BE TAKEN AWAY (TO HIRER'S HOME) for disposal. There is no refuse collection at the Hall.
7. In addition to the hiring fee, a £30 deposit is required for all discos, dances, adult and teenage parties etc. The Hall will be inspected the day after the event and if all is found to be in order the deposit will be returned in full. Both the hiring fee and the deposit (SEPARATE CHEQUES PLEASE) are to be paid in advance. The keys will not be released until payment has been made.
8. The Village Hall has an Entertainment Licence until 11.45pm. Hirers can apply for an extension to this licence by contacting the Cotswold District Council and, in addition, informing the Village Hall Committee.
9. The selling of alcohol is only permitted if the Hirer obtains permission from the Committee AND A LICENCE is obtained from the Cotswold District Council in Cirencester.
10. Smoking is not permitted anywhere in the Village Hall.
11. All property which cannot fit into your own cupboard (if you have one) MUST be taken away after each session. This applies to ALL users. Failure to do so or leaving it anywhere in the hall, cloakrooms or cleaning room at the back of the kitchen will result in the said property being disposed of by the Committee.