

# CROWFIELD VILLAGE HALL

Stone Street, Crowfield, IP6 9SZ



Details of hire areas: Recreation Ground / Main Hall / Morris room. (Delete as appropriate).

Period of Hire: Start Date Finish Date  
(Leave blank if unknown)

Time of Hire: Start Time Finish Time

Description of Event:

Will music be played (live or recorded): YES / NO Will alcohol be provided: YES / NO

Will the bar be required (£25 fee for bar use): YES / NO

(If any entrance fee covers the provision of Alcohol not supplied by the hall bar, the Hirer MUST apply for a Temporary Event Notice from mid-Suffolk District Council).

Agreed Hire fee per event: Method of Payment: Cash / Cheque / BACS transfer

£ \_\_\_\_\_ Cheques payable to :  
**Crowfield Village Hall Management Committee**

Account details for BACS transfer Crowfield Village Hall Management Committee  
Account no. 50299715 Sort Code 20-82-75

If paying by BACs please email the treasurer confirming transfer [simon.palmer@talk21.com](mailto:simon.palmer@talk21.com)

## Details of Hirer.

Name: Address:

Telephone number: Email:

The Hirer confirms that the above details are correct and that they have received a copy of, or read on line, the terms and conditions of hire and that they will comply with them.

Signature of Hirer: Signed on behalf CVHMC:

Date: Date:

Proof of Identity is required for the collection of the keys.

After the event:

- Please remove any rubbish and dispose of in the appropriate bin. Sweep the hall if necessary (cleaning equipment in the store room).
- Please recycle any bottles or jars away from the hall.
- Please follow the hirers "Exit check list" displayed in the Hall. (Please DO NOT turn off toilet heaters which should not be altered).

To be reviewed Annually at the AGM.