**Name of Hirer ……………………………………………………………………**

**Organisation**

**(if applicable) ……………………………………………………………………**

**Address ……………………………………………………………………**

 **……………………………………………………………………**

 **……………………………………… Post Code ……………..**

**Telephone ……………………………………………………………………**

**Email ……………………………………………………………………**

**Purpose of Hire …………………………………………………………………………….**

**Type of use Non-commercial Commercial**

**Date of Hire …………………………………………………………………………….**

**Start time ………….. Finish time (to include clearing up) ……………**

**The hall must be left in a clean and tidy condition, or an extra charge will be levied for cleaning**

**I agree to the terms and conditions** **of hire, and confirm I have, or do not need, the following licences/checks:**

**Liquor Licence**

**Public Entertainment Theatre**

**PRS for Music and/or PPL UK Music Licences**

 **Commercial Trading Protecting vulnerable groups (PVG)**

**I confirm that the hire is non-commercial and I do not need public liability insurance:**

**I confirm that the hire is commercial and I have public liability insurance:**

**Name of insurer: Policy number:**

**Signature of Hirer ……………………………………………………………..**

**Date ……………………………………………………………..**

**Please keep a copy for your records and return a signed copy with any deposit required to: (cheques made payable to Smailholm Village Hall Committee)**

**Terms and conditions of hire can be viewed on our website:** [**www.smailholm-village.org.uk**](http://www.smailholm-village.org.uk/)

**Booking Secretary :- Brian MacFarlane**

**Glennewton, Smailholm, Kelso, TD5 7PJ**