



Application for Hire of Kilsby Village Hall and Kilsby Room 2024

Name of Hirer/Association				
Date of Booking dd/mm/yy				
Booking Start/End Time	Start		End	
Room/s (please tick)	Main Hall		Kilsby Room	
Number of Attendees	Main Hall		Kilsby Room	
Type of Event				

- **Maximum capacity – Main Hall 110 – Kilsby Room 40 Theatre style – Capacity reduced when other layouts are required. Please refer to the booking secretary**
- **Booking start and end times to include all setting up and clearing away time**

Please confirm any additional requirements below (please tick)

Kitchen required for the event?	Yes/No	Is Music to be played at the event?	Yes/No
Crockery or Glassware required?	Yes/No	Will Alcohol be sold at the event?	Yes/No
The selling of alcohol must be covered by the appropriate licenses, a TEN license must but be obtained as a minimum.			

Hire Charges

Kilsby Resident Hire charges (per hour)	Main Hall	Kilsby Room	
Village Association regular bookings	£9.50	£9.00	
Individual Bookings up to 18:00 hrs	£12.50	£10.50	
Individual Bookings 18:00 to midnight	£15.50	£13.50	
Non-Resident Hire Charges (per hour)	Main Hall	Kilsby Room	
Bookings up to 18:00 hrs	£15.50	£13.50	
Bookings up 18:00 to Midnight	£19.50	£17.50	
Additional Charge	Main Hall	Kilsby Room	
Performing Rights fee (per event)	£8.00	£8.00	
Please confirm payment by Bank Transfer or Cash (please tick) Bank Details provided with confirmation A deposit may be required with the booking Payment due prior to commencement of booking	Bank Transfer	Total	£
		Deposit	£
	Cash	Balance due	£
All hires terminate and the hall is to be cleaned, cleared and vacated by Midnight			
Please return the application form as soon as possible to secure the booking			

I declare I have read, understood and accept the hire terms and conditions available on the Village Hall Website

Print Name:	Signature:
Address:	
Contact Number:	Email:

Please return applications to bookings@kilsbyvillagehall.co.uk
 or Tom Hindle Jaffi House, Rugby Road, Kilsby, CV23 8XX Tel No 01788 823378