

# Cusop Village Hall

Charity registration no. 1101354

## Application for the use/hire of Cusop Village Hall, Lower Mead, Cusop. HR3 5RW

### 1. Hirer:

Name (CAPITALS) .....

Organisation .....

Address .....

.....

Contact telephone number .....email address .....

### 2. Date(s) and time required:

..... 20.....  
Session 9am-1pm, 2pm-6pm, 7pm-11pm.  
(Delete as appropriate)

### 3. Hire Fee:

Activity hire  
£12 per session

Commercial (sale of goods/services)  
Fee subject to individual agreement

Fee £ ..... (Cheques payable to 'Cusop Village Hall' please)

In some circumstances a Special Deposit will be required. The deposit will be refunded within 28 days of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

### 4. Purpose/description of hiring:

.....

Is this a public or private event? .....

### 5. Agreement:

In the event of this application being approved I undertake to ensure that the rules for letting of the hall are complied with and to pay the hire fee to the Booking Secretary. I also accept responsibility for the cost of the re-instatement of any damage caused to buildings, apparatus or other property that may result from the use of the premises for the purpose stated above. I also confirm that any electrical equipment to be provided and used by me is safe and I will not exceed the maximum permitted number of 50 people.

**6. Consent:** I consent to my contact details being retained by the hall. Yes / No Delete as necessary.

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

**Your application together with the hiring fee should be sent to:**

The Booking Secretary  
Cusop Village Hall  
York House, Hardwicke Road,  
Cusop,  
Hay-on-Wye,  
Hereford. HR3 5QX  
Telephone 01497 820705

### Note: Premises licence

The Village Hall has a PRS Licence for live music. Activity requiring a PPL licence will require the organiser to hold a personal licence. Details of other activities covered by the hall premises license are displayed on the hall notice board or are available from the Booking Secretary.