



Hilton Hall Hire Booking Form

This Hilton Hall hire booking form needs to be completed by a person over the age of eighteen who then accepts full responsibility and duty of care for the safe hiring of the Hilton Hall & facilities for the intended hire. An Application to hire Hilton Hall Community Centre will only be accepted and confirmed by HHCA Booking Manager when this form is completed, signed and returned with the relevant hire fee & security deposit.

Our standard hall hire rate for all hirers from April 2023 is Forty Pounds per hour (£40.00 per hour).

Private party bookings security deposit is required for ALL parties and is Two Hundred Pounds (£200.00).

This security deposit (for private parties & social gatherings) is to be paid in advance of the actual hire period. The security deposit will indemnify against the cost of any damages, losses or repairs, or any extra cleaning / clearing up time etc. needed following the hire period. Providing there is no damage, losses or infringement of the hire terms & conditions the security deposit will be refunded to the hirer one week after the date of the official hire period.

Name of Hirer	
Purpose of hire (e.g. private party, or community group)	
Hirer's invoice address including Post Code	
Hirer's telephone contact number	
Hirer's contact email address	
Signature of hirer (or official order No.)	I agree to the terms & conditions of Hilton Hall Community Association regarding hall hire..

Please complete the details of the date, day and start / finish time etc. below.

Date	Day	Start time	Finish time	No. of hours required	Total cost for hire including security deposit

Sports clubs or community groups who wish to hire Hilton Hall on the same day & time every week (as a 'regular hirer') are requested to pay a month in advance to secure their 'Booking' at the agreed hourly rate.

PLEASE NOTE: New Safety & Hygiene Rules have been adopted as a direct result of the Covid pandemic. The Management Committee insist that ALL hirers are responsible for the safe removal of all rubbish & refuse generated during the hire period (such as; used disposable cups & plates, food waste, drinks containers, party decorations & all other party consumables, plus any other litter and mess generated during the hire period) and it is the responsibility of the hirer to 'bag-up' and take-away all such rubbish and waste bags immediately following the end of the hire period.

Hall Hirers should allow enough time in their Hire Period for setting-up-time, clearing & cleaning-up time and for packing away on time to enable the Hilton Hall Caretaking Staff to prepare for the 'Next Hire Period' and/or to lock-up on time as per the agreed 'Finishing Time' stated above.

NB: Failure to follow the Hilton Hall hire terms & conditions will result in a breach of this agreement and the Hall hire security deposit will be forfeit (and NOT refunded). This will be at the discretion of HHCA Management Team, especially concerning 'Bagged Waste' not being taken away and/or insufficient cleaning/clearing away at the end of the Hiring along with any damages, losses or repairs required.

Please make ALL cheques & payments to:

Hilton Hall Community Association
Hilton Hall Community Centre, Hilton Road, Lanesfield, Wolverhampton, WV4 6DR

Terms & Conditions of Hire are listed on our web site at: hiltonhall.com.

FOR HILTON HALL COMMUNITY ASSOCIATION MANAGEMENT ONLY

Hall hire fee paid		Security deposit paid		Signed HHCA Staff:
Date S/D repaid		Security deposit refunded		Customer signature: