



# LYTCHETT MATRAVERS VILLAGE HALL

## BOOKING AGREEMENT FORM

MANAGED BY: LYTCHETT MATRAVERS VILLAGE HALL MANAGEMENT COMMITTEE (LMVHMC)

EMAIL: [Enquiries@lytchettmatraversvhall.co.uk](mailto:Enquiries@lytchettmatraversvhall.co.uk)

WEBSITE: [www.Lytchettmatraversvhall.co.uk](http://www.Lytchettmatraversvhall.co.uk)

### 1. Hirer Details

Organisation/Individual:			
Name of Main Contact:			
Address:			
Tel/Mobile:		Email:	
Aged over 18	Yes		

### 2. Booking Details

Function / Event Title:				
Date				
Duration	Start Time		Finish Time	
Purpose:				
Hall space used:	Whole Building	Main Hall	Blanchard Room	Kitchen Cooker
Number of attendees:	Adults		Under-18s	

### 3. Hire Fees

Description	Amount	Due Date/Notes
Hire Fee – See fees listing*	£	
Use of Cooker (£20)	£	
Bar Licence (£5)	£	
Use of stage and/or music system (£20)	£	
Cleaning / Damage Deposit (£35)	£	Refundable deposits for clearing, etc., are returned within 14 days after inspection and deductions (See T&Cs. Clause 14)
<b>Total Hire Charges</b>	£	
Booking confirmation deposit	£	Cancellations within one month of hire date may forfeit deposit or incur a £10 admin fee. (See T&Cs. Clause 15)
Balance	£	Payable before the event

### 4. Payment method

Preferred payment method: Bank Transfer to Santander Business Account:

Lytchett Matravers Village Hall	Sort Code: 09-01-54	Account Number: 72093487
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Please use your name and hire date as payment reference.

Cheques and Cash accepted by prior arrangement.



### 5. Alcohol and Licences

Will alcohol be consumed or sold?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If yes, complete the Bar Application Form to obtain authorisation before the event. A £5 admin fee applies		
Will live or recorded music be played?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If so, it is the hirer's responsibility to obtain a PPL PRS certificate if required.		

### 6. Insurance (if applicable)

If the hire is commercial or high-risk (e.g. public event, inflatables, performances), please confirm that you hold valid Public Liability Insurance (minimum £5 million).

Public Liability Insurance	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Yes - policy attached
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### 7. Safeguarding (if applicable)

If the hire involves children, young people, or vulnerable adults, please confirm:

Appropriate DBS checks are in place	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Yes
Safeguarding Policy	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Yes – policy attached

### 8. Agreement and Declaration

By signing below, I confirm that:

- I have read, understood, and agree to comply with the Lytchett Matravers Village Hall Terms and Conditions of Hire.
- I am responsible for the behaviour and safety of all attendees during the hire period.
- I understand that failure to comply may result in forfeiture of the deposit and/or additional charges.

Hirer	Signed:	
Name:	Date:	

Once completed and signed, please return to Lytchett Matravers Village Hall Management Committee by emailing to: [Enquiries@lytchettmatravershall.co.uk](mailto:Enquiries@lytchettmatravershall.co.uk)

or by hand/post to the Village Hall post-box: Lytchett Matravers Village Hall, Vineyard Close, Lytchett Matravers, Dorset, BH16 6DD

### 2026 Hire charges

Sessions	Time	Rates for Standard and Commercial Hires			Rates for Local, Regular and Charitable Hires		
		Main Hall	Blanchard Room	Whole Hall	Main Hall	Blanchard Room	Whole Hall
Hourly Rate		£40	£20	£60	£20	£10	£30
Morning	9.00am – 1.00pm	£120	£60	£140	£60	£30	£70
Afternoon	1.30 – 5.30pm	£120	£60	£140	£60	£30	£70
Sunday-Thurs	6.00 – 11.00pm	£120	£60	£140	£60	£30	£70
Fri- Saturday	6.00 – 11.00pm	£160	£80	£200	£80	£40	£100
Fri – Saturday	Ext. to 11:59pm	£20	£20	£20	£20	£20	£20
Fri – Saturday	All Day	£400	£200	£480	£200	£100	£240

Correct for January – December 2026. Subject to annual increase