

CACFO UK Hall Hire Form



Download, complete, and hand in this application form at:

40 Northwood Road
Thornton Heath
CR7 8HQ
020 8127 4550

Applicants must be a member of CACFO UK to hire our hall. This is inexpensive and can be quickly arranged.

Our hire rates are as follows:

- **Daytime rate:** £65/ hour for all hours between 9.00am-4.00pm
- **Evening rate:** £450 for the period 4.00pm-11.00pm
- **Surcharges apply:** £45/hour on weekdays; and £65/hour at weekends if you overrun your hire time including part-hours, e.g. +15mins. Also, special rates on Bank Holidays
- **Cleanliness deposit:** A £50 deposit is payable with each hire agreement and is repayable if the hall is returned clean, tidy and damage free

Terms for reservations:

- **Daytime:** Reservations must be paid in full at the time of the booking, including the cleaning deposit
- **Evenings:** £150 must be paid to reserve the hall at the time of booking. This is non-refundable. The balance must be paid at least 7 days before the hire date, including the cleaning deposit

Enter your details:

Name

CACFO UK Membership No.

Telephone number

Date required:/...../..... **Time required:** From to

No. of people expected at your event (not to exceed 100):

CACFO UK staff to enter the price payable based upon date and time provided: £.....

I agree to the above price to hire CACFO’s hall on the date and times stated. By signing below, I confirm that I have read and agree to the terms and conditions attached.

Signature

Date.....

CACFO UK Hall Hire Form

Terms and conditions

1. A non-refundable deposit of £150 must be paid for evening hire and full payment made at least 7 days before the hall hire date
2. The hall must be vacated by the agreed finish time otherwise surcharges apply
3. The kitchen hob and microwave oven can be used to warm but not to cook food. The main oven cannot be used
4. The hall, kitchen and surrounding areas must be left clean and tidy.
5. No damage to the property
6. No smoking is allowed inside the building
7. No alcohol or other beverages will be sold on the premises
8. No drugs are to be used or brought onto CACFO UK's premises
9. Not more than 100 people. This **capacity** must not be exceeded
10. Excessively **loud music** must not be played - CACFO UK is a good neighbour

For office use: The CACFO UK team member assigned to this event is:

.....

This person will be your contact on the day of hire, and will be responsible for opening up, locking up securely at the end and generally ensuring that you adhere to the terms and conditions of hire as set out above.