**Broad Hinton Village Hall Hirer Interview Pro-forma**

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| Names of Interviewer(s) | Date of Interview |
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| Name of Hirer & responsible adult(s) |
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| Event date |
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| Check Booking Form completed correctly. If not, confirm numbers over & under 18 (and any supervisors’ names) |
| Numbers over 18  Numbers under 18  Supervisor names & contact details  Confirmation of equipment requirements (crockery, cutlery, table cloths, chair covers, chair cover bows, tables and chairs) |

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| Confirm travel arrangements |
| How many cars? |
| Confirm understanding of parking supervision  18 BHVH, 6 parked at 90°, 8 School Car Park, Fortunes Field |
| Other mitigating travel arrangements, e.g: bus drop off |

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| Confirm Noise management agreement |
| What do you understand to be the noise management requirements in the T&Cs?  (DJ/band on stage, front doors shut at all times, patio doors all closed down/shut at 10pm, no one outside front of hall) |

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| Confirm Alcohol Consumption |
| Is alcohol to be consumed? (Regardless of whether bought with a £50 licence paid for) or self served/given away |

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| Confirm Bank Details for Return of refundable deposit |  |

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| Confirm T&C understanding of obligations, penalties and signature |
| T&Cs can be met?  T&C penalties understood? |

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| Confirm Charges for Event including security arrangements and additional fees for evening events |
| Refundable Deposit  Lock Up Fee  Entrance Door Monitor Fee  Extra hiring fees for post 8pm event  Set up and cleaning up time |

Updated 29/07/2025