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

|  |  |
| --- | --- |
| Names of Interviewer(s) | Date of Interview |
|  |  |

|  |
| --- |
| Name of Hirer & responsible adult(s) |
|  |

|  |
| --- |
| Event date |
|  |

|  |
| --- |
| Check Booking Form completed correctly. If not, confirm numbers over & under 18 (and any supervisors’ names) |
| Numbers over 18Numbers under 18Supervisor names & contact detailsConfirmation of equipment requirements (crockery, cutlery, table cloths, chair covers, chair cover bows, tables and chairs) |

|  |
| --- |
| Confirm travel arrangements |
| How many cars? |
| Confirm understanding of parking supervision18 BHVH, 6 parked at 90°, 8 School Car Park, Fortunes Field |
| Other mitigating travel arrangements, e.g: bus drop off |

|  |
| --- |
| 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) |

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

|  |  |
| --- | --- |
| Confirm Bank Details for Return of refundable deposit |  |

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

|  |
| --- |
| Confirm Charges for Event including security arrangements and additional fees for evening events |
| Refundable DepositLock Up FeeEntrance Door Monitor FeeExtra hiring fees for post 8pm eventSet up and cleaning up time |

Updated 29/07/2025