

# Bawburgh Village Hall Management Committee

Registered Charity No: 1049903

## HIRING & BOOKING FORM

<b>Name of Hirer/Organisation</b>			
<b>Contact name</b> (if different from above)			
<b>Address</b>		Post Code	
<b>Telephones:</b>	Day	Evening	Mobile
<b>Email Address</b>			
<b>Type of function or event</b>			
<b>No of people expected</b>			
<b>Date(s) hire is required</b>			
<b>Start Time</b>		<b>End Time</b>	
<b>Setting up time</b> (if required)		<i>(NB hire charges may apply for setting up time)</i>	
<b>Rooms required:</b> <i>(please tick)</i>			
Main Hall <input type="checkbox"/>	Committee Room <input type="checkbox"/>	Main Hall & Committee Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>
<b>Licensed Bar</b> <i>(18 years old and over ONLY)</i>			
Time Licensed Bar required		From	Until
<b>Other requests:</b>			

**Tick this box to confirm that you have read and agree to the Terms and Conditions of Hire**

**Signed** (must be person hiring Hall) \_\_\_\_\_

**Date** \_\_\_\_\_

**All Hire Charges are payable in advance.**

Please return this form completed, signed and dated, together with your payment in full if the booking is within **6 weeks**. If later than 6 weeks a non-refundable 25% deposit is required with full payment required one calendar month before the event. A damage deposit of £100 must also be made with the booking payment, if applicable. Delays in returning the form and deposit may result in loss of the booking. If the hall is not cleared and all rubbish and waste removed at the end of the event, the damage deposit will be forfeited.

Cheques to be made payable to **Bawburgh Village Hall** and sent with this signed form to:

Bawburgh Village Hall, Stocks Hill, Bawburgh, NR9 3LL

Further information can be obtained by calling 01603 811842 or by email to

[bookings@bawburghvillage.co.uk](mailto:bookings@bawburghvillage.co.uk)