

Bawburgh Village Hall Management Committee

Registered Charity No: 1049903

HIRING & BOOKING FORM

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------|--------|
| Name of Hirer/Organisation | | | |
| Contact name (if different from above) | | | |
| Address | | Post Code | |
| Telephones: | Day | Evening | Mobile |
| Email Address | | | |
| Type of function or event | | | |
| No of people expected | | | |
| Date(s) hire is required | | | |
| Start Time | | End Time | |
| Setting up time (if required) | | <i>(NB hire charges will apply for setting up time)</i> | |
| Rooms required: <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"/> | | | |
| Licensed Bar <i>(18 years old and over ONLY)</i> | | | |
| Time Licensed Bar required | | From | Until |
| Other requests: | | | |

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 £150 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.

Payment to be made via BACS to

Bawburgh Village Hall – 50149357– Sort Code 20-62-53

at the time the original signed booking form is sent 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