**EAST BRIDGFORD VILLAGE HALL BOOKING FORM**

**IMPORTANT:** *PLEASE READ EAST BRIDGFORD VILLAGE HALL CONDITIONS OF HIRE AND FIRE SAFETY INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.*

Full name of hirer:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person to take responsibility for function if different from hirer:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Fire Marshal(s): 1.      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hire required: Main Hall [ ]  / Kitchen [ ]  / Meeting Room [ ]  **(Please tick which is required)**

Date(s) of hire:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times(s) of hire: Start:      \_\_\_\_\_\_\_\_\_\_\_\_\_ Finish:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total (hrs):      \_\_\_\_\_\_\_

**(Including setting up/clearing away – caretaker should be able to come and lock up at your end time. This could affect the return of your deposit)**

Purpose of hire:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please give full details of any entertainment to be provided, e.g. music, disco, dancing, films etc.)*

Will there be:

Music and/or dancing? Yes [ ] /No [ ]

Alcohol on sale? Yes [ ] /No [ ]

 If ‘Yes’ has a licence been applied for? Yes [ ] /No [ ]  (copy to lettings secretary when available)

Alcohol provided free of charge? Yes [ ] /No [ ]

Food? Yes [ ] /No [ ]

Use of Kitchen? Yes [ ] /No [ ]

Will there be an admission charge for the function? Yes [ ] /No [ ]

Anticipated number of people attending:      \_\_\_\_\_\_

I/We have studied the insurance cover provided. Yes [ ] /No [ ]  (Please ask, we can send a copy on request)

I/We have taken out additional cover if necessary. Yes [ ] /No [ ]

Agreement:

I/We agree that if booking a party, the predominant age of those attending will be 11 and under or 21 and over.

I/We have read and understood the East Bridgford Village Conditions of Hire and Fire Safety Instructions and agree to be bound by them. I/We also agree to any additional terms requested by the management Committee.

Signed:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Hirer) Date:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: (For the management Committee) Date:

Refundable Deposit - £**to be confirmed** pay on receipt of invoice: Yes~~/No/Waived~~

*If you would like us to return your deposit directly to your bank, please either email your sort code and account number/name to our treasurer Andrew Wainwright* *treasurerebvh@gmail.com* *or complete your details here:*

|  |  |  |
| --- | --- | --- |
| ***Name on account:*** | ***Account Number:*** | ***Sort Code:*** |
|  |  |  |

Caretaker to open/close: Yes/No

Keys issued to: Name: Yes

*Please return completed form to Cathy Smith* *villagehallbookings@eastbridgford.org* *or to 3, Straws Lane, East Bridgford, NG13 8NF*