

## 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 [treasurer@eastbridgford.org](mailto:treasurer@eastbridgford.org) 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](mailto:villagehallbookings@eastbridgford.org) or to 3, Straws Lane, East Bridgford, NG13 8NF