ENFORD RECREATION GROUND & VILLAGE HALL TRUST

BOOKING FORM - TO BE COMPLETED BY HIRER

The Reservation can only be confirmed once the Booking Form and Deposit have been received

Date Required: ……Start time: ……..
Finish time:……..

NAME OF HIRER: ……

FULL ADDRESS: …… **Tel: ……..**

…… **Mobile: ……..**

…….. Postcode …… **E-mail ….. ……..**

ROOMS REQUIRED: **Main Hall** ☐ **Kitchen** ☐ **Changing Rooms** ☐

Exclusive use of whole building ☐ **Recreation Ground / Pitch** ☐

Approximate number of people attending the Function ……..

USE OF COMMERCIAL DISHWASHER **Yes / No**
This will incur a charge of £15.00 to cover the additional costs

CROCKERY / CUTLERY / LINEN **Yes / No**
Please refer to Hire Charges

PURPOSE OF FUNCTION: ……..

1. PRIVATE EVENT: Yes / No **3. CHARITY FUNDRAISER Yes / No** **If Yes:**

2. COMMERCIAL EVENT: Yes / No **Registered Number and Name of Charity .....……**

LICENCE REQUIREMENTS:
ALCOHOL: Will you be serving alcohol **Yes / No**
If the answer is YES, please answer the following:
Pay/Cash Bar **Yes / No**
Alcohol provided by Hirer free of charge **Yes / No**
People will bring their own alcohol **Yes / No**
Other (please state) ……

REGULATED ENTERTAINMENT:
Will your event include any of the following? **Yes / No**
Performance of Dance, Plays, Live Music, Playing of Recorded Music, Showing of Films, Race Nights, Indoor Sports Events If the answer is YES, please confirm requirement ……..

A licence fee of £21.00 will be charged for <u>any</u> event serving alcohol <u>and / or</u> for any event which includes Regulated Entertainment. NB Temporary Event Notices may be required for some bookings

I, …….. (the "HIRER"), confirm that I have read, understood and agree to abide by the Terms and Conditions of Hire of the Enford Village Hall which have been given to me and are displayed within the Village Hall.

DEPOSIT AMOUNT: …… HIRE CHARGE: ……..

SIGNATURE OF HIRER: ……

DATE: ……

I, ……., Booking Officer for Enford Village Hall, confirm that I have given the Hirer the Terms and Conditions of Hire of the Enford Village Hall and have seen the Temporary Event Notice (if applicable).

DEPOSIT AMOUNT: …… HIRE CHARGE …….

BOOKING OFFICER ……

DATE: ……