PART 1

Name	
Organisation	
Address	
Email	
Phone number	

Are you a Stramshall non-profit making organisation

Is this a regular booking (Weekly/Monthly)

Adults (16+) **or** Juniors

Category of the event e.g. Fundraising, Funeral, Childrens Party, Wedding, Evening Party, Other

Brief description

Start date of event		Day	

1

Start time*	
End time*	

Additional time required for setting up
15 minutes allowed FOC i.e. prior to

Date	
Start time*	
End time*	

Additional time required to clear the hall
30 minutes allowed FOC

FOC time
i.e. post 00:30

Date	
Start time*	
End time*	

* Please note that your invoice price will be based on these times

Rooms to be booked:

Do you require the following:

Glasses	Yes
Crockery	Yes
Cutlery	Yes
Tea towels	Yes

Ovens	Yes
Hob	Yes
Fridge	Yes

Will there be any sale of alcohol at this event?

Signed		Date	

PART 2 If alcohol is to be sold at this event, please complete this section

Do You require the Village hall to obtain a temporary event licence (£21)

Name and address of the Temporary Event Notice Holder

Phone number	
email address	

Bookings involving the sale of alcohol are provisional until authorised by the Bookings Secretary.
Evidence of a Temporary Event Notice (TEN) will be required prior to the event by the event organiser.

Part 3 If multiple booking dates are required, please complete this section

List all specific dates required. You will be invoiced based on these dates

Date required	Day
00/01/1900	

Date required	Day

Date required	Day

For children's parties and small events, we will ask you to pay the total hire fee prior to the event where possible and the due date will be specified on the invoice.
Bookings in excess of £100.00 a non-returnable deposit of £100.00 may be taken at time of booking. In addition, we may require a good care deposit of £100.00, which will be returned if the Hall has been left in good condition, with no damage or losses. Please discuss this with the Bookings Secretary when making the initial enquiry.
Regular bookings are invoiced at time of booking, with payment due as agreed and is specified on the invoice.
The committee reserves the right to request groups to give up a regular booking of the hall if the hall is required for key functions e.g. Elections, Public meetings etc
Bookings are only accepted subject to your acceptance of the terms of our conditions of hire and cancellation policy.

Please return form to the Bookings Secretary:

Catherine Wright
Stramshallvillagehall.bookings@gmail.com

07711 916288