

Stramshall Village Hall Booking Form

Name	
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Organisation	
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Are you a Stramshall non-profit making organisation

Address	
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Email	
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Phone number	
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Is this a regular booking (Weekly/Monthly)	
--	--

Adults (16+) **or** Juniors

Category of the event

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Brief description

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Start date of event		Day	
for		event(s)	

Start time*	
End time*	

Additional time required for setting up
15 minutes allowed FOC

i.e. prior to

Date (if diff.)	
Start time*	
End time*	

Additional time required to clear the hall
30 minutes allowed FOC

i.e. after 0:30

Date (if diff.)	
Start time*	
End time*	

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

Rooms to be booked:

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Do you require the following:

Glasses	
Crockery	
Cutlery	
Tea towels	

Ovens	
Hob	
Fridge	
Projector	
Projector screen	

Will there be any sale of alcohol at this event?	
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Signed	
--------	--

Date	
------	--

PART 2

If alcohol is to be supplied at this event, please complete this section

Is there any charge to be made for attending the event or will the alcohol be sold at the event?

Do You require the Village hall to obtain a temporary event licence (£21 and additional information will be required from you)

Please enter name and address of responsible person for the TEN Licence

Phone number	
email address	

Bookings involving the sale of alcohol are provisional until authorised by the Bookings Secretary.

If required, 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

[illegible][illegible][illegible]

For children's parties and small events, we will ask you to pay the total hire fee at the time of making the booking.

Bookings charged at £100.00 or less to be paid in full at the time of booking.

Bookings in excess of £100.00 a non-returnable deposit of £100.00 will 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 month end, unless otherwise agreed.

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 (ideally by email):

Catherine Wright
Stramshallvillagehall.bookings@gmail.com

41, Vicarage Drive
Stramshall
Staffordshire
ST14 5DL

07711 016288

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