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

PURPOSE OF FUNCTION: ……

1. PRIVATE EVENT: Yes / No

2. COMMERCIAL EVENT: Yes / No

3. CHARITY FUNDRAISER Yes / No
Registered Number …… ……
Name of Charity ……..

1. LICENCE REQUIREMENTS:
ALCOHOL: Will you be serving alcohol? **Yes / No**
If the answer is YES: **Pay/Cash Bar** **Yes / No**
Alcohol provided by Hirer free of charge **Yes / No**
People will bring their own alcohol **Yes / No**

2. 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 provide details . ……..

3. ARE YOU PLANNING TO HIRE IN BOUNCY CASTLE / OUTSIDE ENTERTAINERS / OUTSIDE EQUIPMENT ?
If the answer is YES, please provide details ……

NB All outside Suppliers will be required to provide copies of current Public Liability Insurance

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: ……