BISHOPSTONE VILLAGE HALL

(Registered Charity no: 246932)

BOOKING FORM

Copy to be returned to Lettings Secretary

(single event)

1. **Name of Hirer/Authorized Representative**……

2. **Name of Organisation** ……..

3. **Address** …….

4. **Telephone Number** ……..…….. (day)…….…..…… (evening)

5. **E-mail address** ……

6. **Purpose of Hire** ……
   The person named above is the Hirer for purposes of compliance with the conditions of hire.

   Will alcohol be provided? YES / NO Will alcohol be for sale? YES / NO

   *If alcohol is to be sold, the Hirer **must** apply for own **Temporary Event Notice** (www.wiltshire.gov.uk) and must notify the Lettings secretary when this has been obtained.*

7. **Facilities required** (please tick)

Large Hall		Memorial Room	

8. **Period of Hiring** *(this should include setting up and cleaning time)*

	Date	From (am/pm)	To (am/pm)	No. of hours	Rate per hour £	Cost ££
Event times						

9. (a) **Hiring Fee as per 8 above** **£** _____

   (b) **Security Deposit** (separate cheque or cash) **£** _____

   Total Sum required with this form (b) **£** _____

Please email the completed booking form to : bishopstonevhall@me.com

Please make cheques payable to Bishopstone Village Hall Management Committee and return to:- Mrs Margaret Barter, Vella House, Butt Lane, Bishopstone, Salisbury, SP5 4AA: Tel 01722 780471

The security deposit, if requested, will be refunded not more than 14 days after the event if the Hall has been left in accordance with the Standard Conditions of Hire as attached to this form.

I agree to the above and to the Conditions of Hire

Signed …… (hirer) **Date** ……