

BARTESTREE VILLAGE HALL BOOKING FORM

Name of Organisation

Contact Name

Full Address with postcode

Telephone Numbers

E-mail address

Rooms required *

Hall / Committee Room / Hall & Committee Room

Numbers attending event

Date

Time (Inc From To
Set up)

Purpose of event

Signature

Will a **BOUNCY CASTLE** be on site?
YES / NOIf YES please sign to
state compliance with
Bouncy Castle Policy

Kitchen (Use of Ovens Additional charge of £15)

* Light refreshments, Pre Cooked Meals, Cookery

Please give details

Items Required (Approx Numbers)

Please give details

Tables

Chairs

Crockery

Others

Name, address & Contact number of stewards

1

2

3

Emergency Contact

Name

Tel no:

* Please delete as necessary

Licensing Act 2003

In line with the Licensing Act 2003 If **ANY** alcohol is to be consumed on the premises the hirer **MUST** contact Sean Harrison , licensee of the Village Hall & Brewers Arms, Hereford. Please ring Sean to arrange the bar (01432 851080 or mobile 07966 258926 harrisonmarquees@aol.com). NO alcohol is to be privately provided.

This is a mandatory requirement of the Booking if alcohol is served**BOOKINGS ARE ONLY DEEMED CONFIRMED UPON RECEIPT OF A COMPLETED BOOKING FORM****I AGREE TO ABIDE BY THE CONDITIONS OF HIRE AND THE HEALTH & SAFETY INSTRUCTIONS****Signed:****Date :**

Please return completed form to : Booking Clerk, 10 Hollylea Close, Bartestree, Hereford HR1 4DN

