

BARTESTREE VILLAGE HALL BOOKING FORM

Name of Organisation			
Contact Name			
Full Address with postcode			
Telephone Numbers	Day	Evening	Mobile
E-mail address			
Rooms required *	Hall / Committee Room / Hall & Committee Room		
Numbers attending event		Date	
Time (Inc Set up)	From	To	Purpose of event
Kitchen (Use of Ovens Additional charge of £15)		Please give details	
* Light refreshments			
* Pre-cooked meals			
* Cookery			
Items Required (Approx Numbers)		Please give details	
Tables			
Chairs			
Crockery			
Others			
Name and addressess 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

Telephone No : 07971 005367

Please make cheques payable to BARTESTREE VILLAGE HALL

FOR OFFICIAL USE ONLY

No OF HOURS	SUMMER / WINTER	WINTER CHARGE £	
HIRE CHARGE £	OTHER CHARGE £		TOTAL CHARGE £
DEPOSIT £	Date Paid	How Paid	Date returned
LOCAL / OUTSIDE	Inv No	Date Paid	How Paid
CONDITIONS OF HIRE ISSUED YES / NO		HEALTH & SAFETY INSTRUCTIONS ISSUED Y / N	
NOTES / COMMENTS			