



BOOKING FORM

The applicant should check, sign and return this document to:-
Mrs Elaine Stiddard, Booking Secretary, 28 Glenside Close Frenchay, Bristol BS16 2QY

Name of hirer:			
Address :			
Telephone Number:		E-mail address:	
Name and Mobile No of responsible adult on duty on the night			
Name of organisation :			
Type of function to be held:			
Date and day of function:			
Booking times to include set up and clean up	From:	To:	
Is this a public entertainment function?			Yes/No*
Is alcoholic liquor to be sold? (See Condition 8)			Yes/No*
Will music be played (live or recorded)? If so, there is a small charge of £5.00 towards the cost of the Licences (See Condition 15)			Yes/No*
Is there a need to use the stair lift (a key is required)			Yes/No*

Charges

Main hall: (Includes kitchen and bar facilities)	Maximum accommodation 120 people	£
Jubilee room:	Maximum accommodation 50 people	£
Committee room:	Maximum accommodation 20 people	£
Contribution to Music Licences		£
Liquor Licence payable if selling drinks		£
Returnable Security deposit, covering booking cancellation, loss or damage - payable within 7 days		£ 150.00
BALANCE payable by (one month before the hire date)		£
If a receipt is required please tick box and enclose a stamped addressed envelope		

Please make cheques payable to Frenchay Village Hall
or if you prefer you can pay directly into our account at
Caf Bank – Sort Code: 40-52-40, Account Number 00009865

Note: Cancellation of the booking by the hirer will be accepted up to 7 days before the hire date. However, Frenchay Village Hall reserves the right to retain the security deposit

By completing this form you consent to your data being stored by the Village Hall Management Committee for the purpose of administering your booking. Your details will not be passed on to a third party.

Declaration

I have read the booking conditions and being over 21 years of age I hereby agree to conform with them		
Signed (Hirer):		Date:
This booking is confirmed on behalf of the Frenchay Village Hall Management Committee		
Signed:	<i>Elaine Stiddard</i>	Date: