**Community Venue Booking Form – OCCASIONAL HIRERS**

(The Family & Community Group)

**BOOKING DETAILS**

**Reference number**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of Organisation:** |  |  |  |  |  |  |  |  |  |  |  |
| (if applicable) |  |  |  |  |  |  |  |  |  |  |  |
| **Name and Address of Hirer:** |  |  |  |  |  |  |  |  |  |  |
| Must be 21 years of age or over |  |  |  |  |  |  |  |  |  |  |
| (25 years of age or over when a |  |  |  |  |  |  |  |  |  |  |
| bar is requested) |  |  |  |  |  |  |  |  |  |  |  |
| **Contact numbers:** |  |  | **Home tel**: |  | **Work tel:** |  |  |  |
|  |  |  | **Mobile no:** |  | **Email:** |  |  |  |
| **Type of Event:** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Date of Event:** |  |  | **Day:** | **Date:** | **Month:** | **Year:** |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Name and contact details of DJ** |  |  |  |  |  |  |  |  |  |  |
| Please make sure your DJ is |  |  |  |  |  |  |  |  |  |  |
| aware of the noise restrictions in |  |  |  |  |  |  |  |  |  |  |
| our Conditions of Hire |  |  |  |  |  |  |  |  |  |  |  |
| **Times Required:** |  |  | **From:** |  | **To:** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Facilities Required:** |  |  | **Main Hall** |  | **YES** |  | **NO** |  |  |
|  |  |  | **Meeting Room** |  | **YES** |  | **NO** |  |  |
|  |  |  | **Bar required** |  | **YES** |  | **NO** |  |  |
|  |  |  |  |  |  |  |  |  |
| **Hire fees:** |  |  |  |  | **Number of** |  | **Charge** |  |
| **Per Hour (or part thereof)** |  |  |  | **hours/days** |  |  |  |  |
| **Main Room:** |  |  |  |  | **requested** |  |  |  |  |
| before 6pm | £12.00 |  | **Main Room** |  |  |  |  |  |  |  |  |
| after 6pm | £14.50 |  | **Hire** |  |  |  |  |  |  |  |  |
| **Meeting Room (Community):** |  |  |  |  |  |  |  |  |  |  |
|  | **Meeting Room** |  |  |  |  |  |  |  |  |
| before 6pm | £5.00 |  | **Hire** |  |  |  |  |  |  |  |  |
| after 6pm | £6.00 |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Meeting Room (Business):** |  | **Bar Hire** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| business meetings/ |  |  |  |  |  |  |  |  |  |  |  |
| training courses | £10.00 |  |  |  |  |  |  |  |  |  |  |
|  | **Total Hire** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Private Functions:** |  |  |  |  |  |  |  |  |  |  |  |
| (*Birthdays, Weddings,* |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| *Socials*) (between the |  |  | **PLEASE NOTE THAT FULL PAYMENT IS REQUIRED WITH THIS** |  |
| hours of 7pm and12.30pm) |  | **BOOKING FORM.** |  |  |  |  |  |  |  |
| A single charge of | £100.00 |  | **Key deposit** – at the hall supervisor’s request a cash deposit of £20 |  |
| **Bar Hire:** | £20.00 |  | may be required upon collection of the key, returned when the key is |  |
|  | returned. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
|  | **Maximum number of Persons:** | **Please see our community venue page** |  |
|  |  |  |  |
|  | **Licensed Bar:** | **NUMBER OF PERSONS** |  |
|  | **Number of persons expected** | **DAYTIME** | **EVENING** |
|  | **to attend function (minimum** |  |  |
|  | **number 30); state number of** |  |  |
|  | **children 16 years and under.** | **From:** | **From:** |
|  | **Times:** | **To:** | **To:** |
|  | **(Opening/closing times of bar** |  |  |
|  | **facilities required)** |  |  |
|  | **Extended Licenses:** | **Bar facilities are provided until 24:00 hours; premises must be** |
|  |  | **vacated by 00.30.** |  |
|  |  | If applications for extended licences are requested they will NOT |
|  |  | automatically be granted as the Licensing Authority has special criteria |
|  |  | for special events and yours may NOT comply. |
|  |  |  |
|  | **Stewards:** | For licensed events six names and addresses of responsible persons |
|  |  | prepared to act as Stewards must be provided at the time of booking |
|  |  | on the attached form. |  |
|  |  |  |
|  | **Age restrictions:** | Bookings for **15th- 21st Birthday Parties** will **not** be accepted nor |
|  |  | for private functions predominantly involving groups of **persons 15 -** |
|  |  | **21 years of age** except when arranged by recognised organisations |
|  |  | and clubs Any breach of these rules will result in action being taken |
|  |  | and the bar will be closed**.** |  |
|  |  |  |
|  | **Completed Form and Hire** | Please return the completed booking form **payment will need to be made in full, ether via bank transfer, cheque, or Cash** |
|  | **Fee:** |  **Please contact the group using g the email address provided**  |  |
|  | **PLEASE NOTE THAT FULL** | Dave@thefamilycommunitygroup.com |  |
|  |  |  |  |
|  |  |  |  |
|  |  | (cheques should be made payable to The Family & Community Group) |
|  |  |  |
|  | **General:** | For any further enquiries regarding bookings please contact the Hall |
|  |  | Supervisor: |  |
|  |  | **07961080043** |  |
|  |  |  |  |

I have read and understood the Conditions of Hire; I confirm that the person/organisation who is applying accepts them; I have included full payment with this booking form.

**NAME (Please print) …………………………………………………………………………………...**

**SIGNED ………………………………………………….….** **DATE ……………………………….**

General Data Protection Regulations (GDPR)

Your contact details will be securely stored for a limited time and used for the sole purpose of the management of bookings. The lawful basis for processing this data is – necessary for a contract between us.

Further information may be found on our Privacy Notice which is on our website and on the notice board in the hall foyer.

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