

HEMPSTEAD VILLAGE HALL

NR25 6TL

Charity No 1213674

## BOOKING FORM

To be returned to Booking Secretary [richardjohnroy@gmail.com](mailto:richardjohnroy@gmail.com) 01263715851

HIRER'S NAME.....

ORGANISATION (where applicable).....

ADDRESS.....

.....

Email.....

CONTACT TEL NO.....

PURPOSE OF HIRE (tick)

PRIVATE

PUBLIC

BRIEF DESCRIPTION OF HIRE.....

.....

FREQUENCY OF HIRE(tick)

SINGLE

WEEKLY

MONTHLY

OTHER

DAY(S) AND DATE(S).....

TIME(S) REQUIRED.....FROM.....TO.....

BOOKING FEE (to be completed by Booking Secretary).....

The Booking fee is payable on or before the conclusion of the event(s).

BACS Sort Code 30-94-34 Account No 00831063 or cheque to Hempstead Village Hall

The hirer (or authorised representative) must be present at the event and ensure compliance with the Conditions of Hire available at <https://www.hempstead-norfolk.co.uk/village-hall-hire.html>

The Hirer agrees not to exceed the maximum permitted number of people including organisers/performers this being 80 standing, 54 seated at tables or 65 auditorium style.

The Hall does not have a Licence to sell alcohol. This would require a Temporary Event Notice and prior agreement with the Hall Management

I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CONDITIONS OF HIRE OF HEMPSTEAD VILLAGE HALL

SIGNATURE OF HIRER.....DATE.....

BOOKING CONFIRMED BY..... DATE.....