

FLAX BOURTON VILLAGE HALL - BOOKING FORM

This form needs to be printed, completed and hand signed for this booking to be accepted

Hirer's Name: _____ Company Name: _____

Hirer's Address: _____

Post Code: _____

Contact Name (if different from above): _____

Contact Telephone Number/s: _____

Contact Email Address: _____

DATE OF FUNCTION: _____ / _____ /20_____

Start Time (incl.set up time): _____ Finish Time (incl.clear up time): _____

Type of Function: _____ Number Attending: _____

HALL HIRE CHARGES: (details on website)

Number of hours _____ x Hourly Rate _____ = Hall Hire Charge A

CROCKERY HIRE CHARGES:

Crockery, Cutlery, Glass Hire	1 - 25	people	£15	}	=	Crockery, Cutlery, Glass Hire Charge	<input type="text"/> B
Crockery, Cutlery, glass Hire	26 - 50	people	£20				
Crockery, Cutlery, glass Hire	51 - 100	people	£30				

REFUNDABLE DAMAGE DEPOSIT DUE:

Standard	£80	=	Refundable Damage Deposit	<input type="text"/> C
Wedding	£200			

TOTAL DUE NOW: **FULL PAYMENT TO BE SENT WITH THIS FORM**

'= A+B+C

PAYMENT METHOD:

Cheque Please make cheques payable to: Flax Bourton Village Hall CIC

Bank transfer

Our online banking details are: Acc No: 11042931 Sort Code: 60-04-35 Ref: Your Name & Function Date

Please confirm the name of the account that will deposit the funds to us - if different from the hirer: _____

Booking Form Cheque to be returned to: Bookings Secretary, Mill Cottage, Station Road, Flax Bourton, Bristol, BS48 1NG. Tel: 07895 280014

OR Email the Booking Form & Bacs Payment Date to: fbvhall@gmail.com

Hirer's Bank Details for deposit return: (Alternatively deposits can be returned by cheque)

Account Name _____ Account No _____ Sort Code _____

I confirm that I have read, understood and accept the conditions of hire (copy attached)

Signed: _____ Position _____ Date: _____

Office Use Only

BOOKED: PAYMENT RECEIVED DATE:

CONFIRMATION EMAIL SENT: DEPOSIT RETURNED: