

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: _____

| | | | | |
|---|----------|-------------|------|--|
| A - HALL HIRE CHARGES: (details on website) | | | | |
| Number of hours | x | Hourly Rate | = | Hall Hire Charge <input style="width: 80px;" type="text"/> |
| B - CROCKERY HIRE CHARGES: | | | | |
| Crockery, Cutlery, Glass Hire | 1 - 25 | people | £15 | } = Crockery, Cutlery, Glass Hire Charge <input style="width: 80px;" type="text"/> |
| Crockery, Cutlery, glass Hire | 26 - 50 | people | £20 | |
| Crockery, Cutlery, glass Hire | 51 - 100 | people | £30 | |
| C - REFUNDABLE DAMAGE DEPOSIT DUE: | | | | |
| Standard | | | £80 | = Refundable Damage Deposit <input style="width: 80px;" type="text"/> |
| Wedding | | | £200 | |
| TOTAL DUE NOW: = A+B+C | | | | <input style="width: 80px;" type="text"/> |
| FULL AND TOTAL PAYMENT TO BE SENT WITH THIS FORM | | | | |

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: 07495 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: <input style="width: 80px;" type="text"/> | PAYMENT RECEIVED DATE: <input style="width: 80px;" type="text"/> |
| CONFIRMATION EMAIL SENT: <input style="width: 80px;" type="text"/> | DEPOSIT RETURNED: <input style="width: 80px;" type="text"/> |