

FLAX BOURTON VILLAGE HALL - BOOKING FORM

FOR THE USE OF PARISH RESIDENT ONLY

This form needs to 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): _____

THIS IS THE TIME THE HALL WILL BE UNLOCKED TO ALLOW YOU IN TO START SETTING UP

THIS IS THE TIME THE HALL WILL BE LOCKED UP AFTER YOU HAVE FINISHED CLEARING AWAY.

Type of Function: _____ Number Attending: _____ (max 200 standing or 120 seated)

A - HALL HIRE CHARGES: (details on website)

| | | | | | | | |
|-----------------|---|-------------|---|------------------|---|----------|---------------------------------------|
| Number of hours | x | Hourly Rate | = | Hall Hire Charge | <input style="width: 80px; height: 20px;" type="text"/> | A | THIS SECTION MUST BE COMPLETED |
|-----------------|---|-------------|---|------------------|---|----------|---------------------------------------|

B - CROCKERY HIRE CHARGES:

| | | | | | | | | |
|-------------------------------|----------|--------|-----|-----|--------------------------------------|---|----------|---------------------------------------|
| Crockery, Cutlery, Glass Hire | 1 - 25 | people | £15 | } = | Crockery, Cutlery, Glass Hire Charge | <input style="width: 80px; height: 20px;" type="text"/> | B | THIS SECTION MUST BE COMPLETED |
| 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; height: 20px;" type="text"/> | C | THIS SECTION MUST BE COMPLETED |
| Wedding | | £200 | | | | | |

TOTAL AMOUNT TO PAY TODAY : = A+B+C **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 form the hirer: _____

Hirer's Bank Details for deposit return:

Account Name _____ Account No _____ Sort Code _____

Booking Form Cheque to be returned to: Bookings Secretary, Mill Cottage, Station Road, Flax Bourton, Bristol, BS48 1NG.
OR Email the Booking Form & Bacs Payment Date to: fbvhall@gmail.com

I confirm that I have added sections A,B and C together and I am paying the full amount today
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: