

# FLAX BOURTON VILLAGE HALL - BOOKING FORM

## FOR THE USE OF PARISH RESIDENT ONLY

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): \_\_\_\_\_

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

Finish Time (incl.clear up time): \_\_\_\_\_

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)

### A - HALL HIRE CHARGES: (details on website)

Number of hours \_\_\_\_\_ x Hourly Rate \_\_\_\_\_ = Hall Hire Charge  **A**

### B - CROCKERY HIRE CHARGES:

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

### C - REFUNDABLE DAMAGE DEPOSIT DUE:

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

**TOTAL AMOUNT TO PAY TODAY : = A+B+C**

FULL AMOUNT TO PAY TODAY

#### 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: \_\_\_\_\_

#### 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: [bookings@flaxbourtonvillagehall.com](mailto:bookings@flaxbourtonvillagehall.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:

Flax Bourton Village Hall CIC registered in England No:5808645

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(seated)

**THIS SECTION MUST  
BE COMPLETED**

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COMPLETED**

**AND TOTAL PAYMENT  
BE SENT WITH THIS  
FORM**

