

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_____

CONFIRM DAY OF FUNCTION _____

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

A THIS SECTION MUST BE COMPLETED

B - CROCKERY HIRE CHARGES:

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

B THIS SECTION MUST BE COMPLETED

C - REFUNDABLE DAMAGE DEPOSIT DUE:

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

C THIS SECTION MUST BE COMPLETED

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 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

**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:

CONFIRMATION EMAIL SENT:

PAYMENT RECEIVED DATE:

DEPOSIT RETURNED: