

# EVERSHOT VILLAGE HALL

<http://evershot.org/village-hall/>

Charity Commission Registration Number 206475

## BOOKING FORM

### BOOKING DETAILS

(Please read Conditions of Hire before completing)

Reference number
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<b>Title of Organisation:</b> (if applicable)			
<b>Name and Address of Hirer:</b> Must be 21 years of age or over (25 years of age or over when a bar is requested)			
<b>Contact numbers:</b>	<b>Home tel:</b>	<b>Work tel:</b>	
	<b>Mobile no:</b>	<b>Email:</b>	
<b>Type of Event:</b>			
<b>Date of Event:</b>	<b>Day:</b>	<b>Date:</b>	<b>Month:      Year:</b>
<b>Name and contact details of DJ</b> Please make sure your DJ is aware of the noise restrictions in our Conditions of Hire			
<b>Times Required:</b>	<b>From:</b>	<b>To:</b>	
<b>Facilities Required:</b>	<b>Main Hall</b>	<b>YES</b>	<b>NO</b>
	<b>Bar required</b>	<b>YES</b>	<b>NO</b>
<b>Licensed Bar:</b> Number of persons expected to attend function; state number of children 16 years and under. <b>Times:</b> (Opening/closing times of bar facilities required)	<b>NUMBER OF PERSONS</b>		
	<b>DAYTIME</b>	<b>EVENING</b>	
	<b>From:</b>	<b>From:</b>	
	<b>To:</b>	<b>To:</b>	
<b>Extended Licenses:</b>	<b>Bar facilities are provided until 24:00 hours; premises must be vacated by 00.30.</b> If applications for extended licences are requested they will NOT automatically be granted as the Licensing Authority has special criteria for special events and yours may NOT comply.		
<b>Stewards:</b>	For licensed event names and addresses of responsible persons prepared to act as Stewards <b><u>must be provided</u></b> at the time of booking on the attached form.		
<b>Age restrictions:</b>	Bookings for 15 <sup>th</sup> - 21 <sup>st</sup> <b>Birthday Parties</b> will <b>not</b> be accepted nor for private functions predominantly involving groups of <b>persons 15 - 21 years of age</b> except when arranged by recognised organisations and clubs Any breach of these rules will result in action being taken and the bar will be closed.		

<b>Maximum number of Persons:</b>	<b>Main Hall:</b>
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<b>Hire fees:</b> <b>Per Hour (or part thereof)</b>  See Evershot website		<b>Number of hours requested</b>	<b>Charge</b>
	<b>Main Room Hire</b>		
	<b>Bar Hire</b>		
	<b>Total Hire</b>		
<b>Key deposit</b> – at the hall supervisor’s request a cash deposit of £20 may be required upon collection of the key, returned when the key is returned.			
<b>Completed Form and Hire Fee:</b>  (cheques should be made payable to Evershot Parish Hall)	Please return an electronic copy of the completed booking form using the contact form on the website ( <a href="http://evershot.org/contact_village_hall/">http://evershot.org/contact_village_hall/</a> )		
<b>General:</b>	For any further enquires regarding bookings please contact the Hall Supervisor using the contact form on the website ( <a href="http://evershot.org/contact_village_hall/">http://evershot.org/contact_village_hall/</a> )		

**I have read and understood the Conditions of Hire and confirm that the person/organisation who is applying accepts them.**

**NAME (Please print)** .....

**SIGNED** ..... **DATE** .....