**Langtree Parish Hall Booking Form**

|  |  |
| --- | --- |
| **Hirer’s name** |  |
| **Organisation** *(if applicable)* |  |
| **Address** |  |
| **Email** |  |
| **Telephone no** |  |
| **Purpose of hire** *(tick)* |  | **Private** |  | **Public** |
| **Nature of the function** |  |
| **Frequency of the hire** *(tick)* |  **One off Weekly Monthly Other** |
| **Day and Dates** (*start with the first date required dd/mm/yy)* |  |
| **Time(s) required** | **Start** |  | **Finish** |  | **Number attending** |  |
| **Facilities required** *(tick all that apply)* |  **Main hall Leader room Kitchen Library Bar** |
| *Private parties, weddings and other events requiring bar facilities must use the service provided by the Parish Hall Committee. There is a charge for £20 for this. Corkage is £5.00 per bottle. If supplying your own drinks, they must be presented to the Bar Manager prior to the event so that the corkage due can be agreed.**The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers, this being 200 standing or seated.* |

 **Payments**

|  |  |  |
| --- | --- | --- |
| Booking fee of £100 for the venue | Method of Payment: |  BACS Cash Cheque |
| Hiring full charge of £ | Method of Payment: |  BACS Cash Cheque |

*N.B. The £100 holding fee will be returned to the above address unless another payee and address are given. Refer to Section 9 of the Terms and Conditions of Hire regarding cancellations. All or part of this may be retained at the discretion of the Parish Hall Committee, if the facilities are not left in a satisfactory condition.*

Cheques are to be made payable to Langtree Parish Hall or via a bank transfer to Langtree Parish Hall, sort code 090155, Account number 48983801. Please use the Hirer’s name as the reference.

**Please sign and date this booking form/contract confirming that you have read, understood and agree to abide by the terms and conditions.**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Booking secretary - Sue Lee - 01805 601602 Bar Manager – Mo Ashton – 07747 453774
hall@langtreeparishhall.co.uk Charity number: 1068242
Langtree Parish Hall, Southlands Drive, Langtree, North Devon EX38 8RH