

Langtree Parish Hall Booking Form

Hirer's name					
Organisation (if applicable)					
Address					
Email					
Telephone no					
Purpose of hire (tick)	<input type="checkbox"/> Private	<input type="checkbox"/> Public			
Nature of the function					
Frequency of the hire (tick)	<input type="checkbox"/> One off	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> 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)	<input type="checkbox"/> Main hall	<input type="checkbox"/> Leader room	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Library	<input type="checkbox"/> Bar
<p><i>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.</i></p> <p style="text-align: center;"><i>The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers, this being 200 standing or seated.</i></p>					

Payments

Booking fee of £100 for the venue	Method of Payment:	<input type="checkbox"/> BACS	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Hiring full charge of £	Method of Payment:	<input type="checkbox"/> BACS	<input type="checkbox"/> Cash	<input type="checkbox"/> 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