

**Booking Request by:**

name	
age (if under 25)	
address	
village / town	
post code	
telephone number(s)	
e-mail address	
date of application	

**For:**

private / organisation	name of org'n:
maximum number expected	not more than 120 in Main Hall

**Date wanted:**

day of week	day:	date:	/	/
Start/finish times	start:	:	finish:	:

**Hall Facilities required:**

Main Hall	yes / no
Side Hall	yes / no
Bar	yes / no
Sale of Alcohol	yes (refer to conditions) / no

**Extras:**

Use of Kitchen ( bring your own tea towels )	cooking / drinks, cold foods / not required
Stage	yes / no
Sound System	yes / no
Vision System	yes / no
Car parking	yes / no

**Notes:**

**A deposit of £100 is required for Adult Parties – any balance to be refunded after the booking, once full charges have been calculated.**

**Agreement:** I have read a copy of The Conditions of Hire for The Ipplepen Village Hall and accept them and have read the Fire Safety Procedures ( both at [www.ipplepen-village-hall.co.uk](http://www.ipplepen-village-hall.co.uk) ). Further, I understand and accept that the personal data contained on this form may be kept in a database for hall management reasons alone, until I request that it is deleted.

**Please find enclosed my deposit (£100).** I will settle any balance of the charges (Hire and “Service Charge for Utilities”) within 14 days of being invoiced for the Hire.

signed: \_\_\_\_\_ date: \_\_\_\_\_

**Return completed Booking Application to:**

The IVH Bookings Officer, 9 Fore Street, Ipplepen, NA, TQ12 5RH.

**Make cheques payable to:** Ipplepen Village Hall or **Bank Transfers to:** 20-60-88 / 90515345

**Email:** [bookings@ipplepen-village-hall.co.uk](mailto:bookings@ipplepen-village-hall.co.uk)

For official use: IVH / 2013 / B

£	:	date:
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**This form must be completed if Alcohol is to be SOLD on the Premises. [ It is not required for consumption of alcohol. ]**

**Please complete the following in Block Capitals.**

*Name of person/s controlling the sale of Alcohol. (See the Conditions of Hire, Annexe 1, clause '5'):*

.....

*Nature of the event:*

.....

*Date(s) of the event(s):* .....

*Hours applied for:* ..... *to:* .....

*Maximum Number expected to attend:* .....

---0000000000---

**I resolve to run the bar in accordance with the rules laid down and absolve the Village Hall Committee from any blame should I fail to do so.**

*Signed:* .....

*Print name of person signing:* .....

*Date signed:* .....

Return this form to the Bookings Officer for consideration

*VH Committee decision:*

agreed:	refused:	date:
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Please make use of the wheely bins provided,  
but once they are full,

**Your Rubbish needs  
to be taken Home !**

## **Re-cycling**

All of Teignbridge is required to RECYCLE as much waste as possible, and that includes the Village Hall Users.  
Please use the provided, labelled wheely bins.

*When bags full of rubbish are left on the ground, the local foxes tare them apart and waste spreads everywhere!*

*It is not fair on neighbours!*



# Party Goers



## Code of Practice

**T**his Village Hall is an important part of our community. It provides a great meeting place, a place to socialise, hold events, make friends and get fit.

**I**t is run by volunteers and it sits in the heart of our community. The Village Hall volunteers work hard to maintain good relations with its neighbours. We want you to enjoy these facilities and also to respect our simple code of conduct. We ask you to:

- Reduce any noise, especially base levels of music, as the midnight hour approaches. And, no music after midnight.
- Please keep the front, main entrance door shut, as much as possible - as this helps to reduce disturbance, keeping noise inside.
- Remember that this is a residential area and not everybody is party-ing!
- At the end of your party, please leave quietly.
- Remember to leave the hall as you would wish to find it: tables & chairs returned in a clean state, and floor cleaned.

**Thank you !**

For the Ipplepen Village Hall Committee, Keith Bennett, Hon. Treasurer and Licensee - September 2008