

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
 maximum number expected

name of org'n:
not more than 120 in Main Hall

Date wanted:

day of week
 Start/finish times

day: date: / /
start: : finish: : .

Hall Facilities required:

Main Hall
 Side Hall
 Bar
 Sale of Alcohol

yes / no
yes / no
yes / no
yes (refer to conditions) / no

Extras:

Use of Kitchen
 (bring your own tea towels)
 Stage
 Sound System
 Vision System
 Car parking

cooking / drinks, cold foods / not required
yes / no
yes / no
yes / no
yes / no

Notes:

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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). 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 (£50). 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

For official use: IVH / 2013 / B

£ : date: .

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!

