

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:

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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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