

HEMYOCK PARISH HALL – BOOKING FORM

Name of person responsible for the function _____

Organisation _____

Address _____

Postcode _____ Email _____

Phone: Day _____ Mobile _____

Date of event _____ Reason for hire _____

Will alcohol be on consumed? _____ Will alcohol be on sale? _____

PLEASE TICK ✓ AS APPROPRIATE		Weekly	Monthly
Regular Hire			
Casual Hire		////////////////////	////////////////////
Non Village Hire		////////////////////	////////////////////

PLEASE INSERT		
	Start Time *	End Time *
Main Hall		
Forbes Lounge		
All Rooms		
Kitchen **		

OR

PLEASE TICK ✓ AS APPROPRIATE	
½ Day	
1 Day	
1 ½ Days	
Exclusive Week	

* Please note setting up/clearing up times **MUST** be included in the hours booked.

** **KITCHEN:** If required - must be booked for **ALL** the time of your event - not just for cooking or serving time.

Please Tick ✓ extras that you require (All free except Alcohol Licence & Showers/Changing Rooms)

Staging		Changing room& Showers (£9.70)	
Piano		Bar / Alcohol Licence (£15) ***	
Projection screen/stand (Forbes)		Alcohol Licence (£15)	
WiFi (Hub/password in Forbes)		Loop system – main hall	
Portable Microphone		PA system – main hall	

*** **BAR:** If booking the Bar the Forbes Lounge **MUST** be hired for **ALL** the time of your event as this is the only access to the Bar (The £15 charge is for the Alcohol Licence)

Casual & Non-Village bookings - A deposit of 25% of the total hire charge is required on submission of Booking Form. The remaining balance **AND** a refundable damage deposit of £100.00 (separate cheque) must be paid 1 week prior to your event. Payments can be made by cheque (payable to 'Hemyock Parish Hall') or electronically.
Regular bookings – will be invoiced monthly.

I _____ (BLOCK CAPITALS)

The undersigned have read and understand and will comply with the terms and conditions of hire (see separate document)

Signed _____ **Date** _____

Please return this form with your payments as soon as possible to the Booking Secretary.
Jean Dyke. 3 Pencross View, Hemyock, Devon. EX15 3XH Tel: 01823 680195