**Strensall & Towthorpe Village Hall Booking Form**

Name of hirer————————————————————————————

Address of Hirer ————————————————————————————

Telephone No.--------------------------- email address--------------------------------------

Name of person in charge during the event
(Must be over 18 years old) -------------------------------------------------------------------------

Date/Frequency of Hire------------------------ Time From-----------------Time To--------------

Purpose of Hire—————————————————————————————-

Please note: Parties for ages from 14 and 21 yrs. inclusive cannot be held at the Village Hall. The Village Hall is unable to accommodate Football parties.

Rooms required (please tick)

Main Hall [ ]

Hampshire Room [ ]

Kitchen (Hot or Cold Drinks ONLY) [ ]

Kitchen (Parties or preparation of hot food and at large events) [ ]

Number of hours required – bookings are for minimum of One hour [ ]

Function Room (specify if projection equipment needed) [ ]

All Rooms – **enquire for hire charges**

Number of people attending————————————— [ ]

Normal hours are 8.30am to 11.30pm, access is available from commencement of hire period and departure no later than the end of the hire period. The hall will be opened at the appropriate time by the Caretaker and must be ready for closure at end of hire period.

**To confirm this booking please return this form to The Finance Officer, 15 Thompson Drive, Strensall, York YO32 5ZN by the date shown in the booking letter or email to** **keithmarquis44@gmail.com** **. An invoice will be issued after receipt of booking form.**

**Unless you are a regular hirer for whom special payment arrangements are agreed, the full payment is required when booking is accepted and should be made by BACS using the bank account details on the Strensall Village Hall invoice. Extra charges to cover non-electronic payments will be added to room hire invoices issued after 1st November 2021.**

**Tick if making payment by BACS [ ]**

If this booking is for a party event the separate sum of £50 will be included on the advance payment invoice, this amount is returnable if hire conditions are met. Please contact the Finance Officer if you need to discuss payment arrangements.

The Hall does not hold a TV licence. You are not permitted to download or view any BBC programmes on iPlayer or any other live broadcasts on any device.

I have read, understood and agree to observe the conditions of hire, a copy of which was sent with this form.

Signed ——————————————------------ dated ————————————

Please print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_