

## FORM B



### Redbourn Village Hall Management Committee Large event hire from 1<sup>st</sup> Apr 2019

Please complete all sections either:

In **BLOCK LETTERS** and return to the Redbourn Village Hall Office

OR complete electronically and email to [office@redbournvillagehall.org.uk](mailto:office@redbournvillagehall.org.uk)

	Details of the person making this booking	Details of the organizer who is to be responsible for and in charge of the function (if different)
Name		
Contact Address		
Post code		
Mobile phone		
Home phone		
Contact email		
Organization (if applicable)		
Invoice to be sent to (Yes/No)		

Day and date of hire (dd/mm/yy)	Day:	Date:		
Time of hire (indicate am or pm): *Start to Finish (including set up and clear away)	Arrive*		Leave	
Will recorded music be played?				
Will live music be played?				
Are you planning to show any form of recorded motion pictures? Motion pictures/film must NOT be shown (DVD, streaming, TV, Youtube) without prior arrangement from RVHMC due to Licencing laws				
Please give details of your licensing arrangements for alcohol (if applicable)				

***\*Please note that there will be a caretaker to meet you at the start time stated on this booking form.***

***Please advise RVH asap of any change to your times:***

***- up to a week before contact the RVH Office:***

***OR – during the week before/on the day contact – Mon, Wed, Fri & Sat contact Kath 01582 626336 or Tue, Thur & Sun contact Dennis 01582 793608***

<b>Give a brief description of your event/function Including the proposed activities</b> i.e. Children's party/ Teen party/ Adult celebration party/ Disco/Wedding reception Talk/ Presentation/ Meeting/ Exhibition/ Conference/ Fair/ Community event/ Show/Concert/Performance/Workshop/ Class/ Training/ Club/Exercise/ Badminton Or anything else!	
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<i>Indicate if required</i>	<i>yes/no</i>		<i>yes/no</i>
<b>Main Hall</b>		<b>Guide Room - upstairs</b>	
Including PA/Sound/hearing loop/coloured lights		Including tea/coffee room	
Including Stage and/or piano		<b>Centenary Room</b>	
Including Bar Room		Including PA/Sound/hearing loop	
Approximate number of chairs: Adult Small child's		Approximate number of chairs: Adult Small child's	
Approximate number of tables: 182cmx70cm 6ftx27in – Trestle 122cmx76cm 4ftx30in - Medium 91cmx61cm 3ftx2ft -		Approximate number of tables: 182cmx70cm 6ftx27in – Trestle 122cmx76cm 4ftx30in - Medium 91cmx61cm 3ftx2ft - Low child's	
Other in Main Hall (describe)		Other in Centenary Room (describe)	

<i>Indicate if required</i>	<i>yes/no</i>	<i>Indicate if required</i>	<i>yes/no</i>
<b>Kitchen</b>		<b>Outside Patio area</b>	
Including crockery (only cup/saucer/side plate)			
Including fridge/freezer		<b>Projector and screen (extra charge)</b>	
Including cooker			

<b>Total participants attending</b>	<b>Approximate number of</b>
Including children (0 up to 13 <sup>th</sup> birthday)	
Including Teens (13 up to 18 <sup>th</sup> birthday)	
Including adults (18+)	

<b>Conditions of Hire</b>	<b>Signature in box below</b>			
I confirm that I have read and accepted the “Terms & Conditions of Hire” (separate document) I am over 18 years of age				
I consent to my details (supplied on this form) being stored by RVHMC under (GDPR) (Regulation (EU) 2016/679)				
	Yes (mark X)		No (mark X)	
<b>Today's Date (dd/mm/yy)</b>				

<b>Payment</b>	<b>Payment method: Cash/Cheque/Bacs</b>		
I include or have paid my £250 returnable deposit (subject to the T&C's being met)	Amount:	Date:	Method:
I include, or I have paid the room hire charge	Amount:	Date:	Method:
Cheques made payable to “Redbourn Village Hall Management Committee”	Bacs payment details: “ <b>Redbourn Village Hall Management Committee</b> ” Bank: Santander Sort code: 09-01-54 Account number: 35637088 <u>Important</u> - Please use booking name & event date as your payment reference.		

**Redbourn Village Hall**  
 63 High Street, Redbourn, Herts, AL37LW.  
**Office phone:** 01582 792822 **RVH Mobile:** 07712 658587  
**Email:** [office@redbournvillagehall.org.uk](mailto:office@redbournvillagehall.org.uk)  
[www.redbournvillagehall.org.uk](http://www.redbournvillagehall.org.uk)

1<sup>st</sup> April 2019