

FORM A



Redbourn Village Hall Management Committee

"4-hour Weekend Daytime Party" Hire from April 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

	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?		
Please give details of your licensing arrangements for alcohol (if applicable)		
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 Licensing Laws		

****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

Give a brief description of your event/function Including the proposed activities i.e.. Children's party/ Teen party/ Adult celebration party/ Disco/ Wedding reception/ Talk/ Presentation/ Meeting/ Exhibition/ Conference/ Fair/ Community event/ Show/ Concert/ Performance/ Class/ Workshop/ Training/ Club/ Exercise/ Badminton Or anything else!	
Indicate if required	yes/no
Indicate if required	yes/no

FORM A

Main Hall		Guide Room - upstairs	
Including PA/Sound/hearing loop		Including tea/coffee room	
Including Stage and/or piano		Centenary Room	
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 - Low child's		Approximate number of tables: 182cmx70cm 6ftx27in – Trestle 122cmx76cm 4ftx30in - Medium 91cmx61cm 3ftx2ft - Low child's	
Caretakers to set up/put away tables and/or chairs (<i>extra charge</i>)		Caretakers to set up/put away tables and/or chairs (<i>extra charge</i>)	
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>
Kitchen		Outside Patio area	
Including crockery (only cup/saucer/side plate)			
Including fridge/freezer		Projector and screen (<i>extra £10 charge</i>)	
Including cooker			

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

Conditions of Hire	Signature in box below				
I confirm that I have read and accept the “Terms & Conditions of Hire” (separate document) I am over 18 years of age					
I consent to my details (as supplied on this form) being stored by RVHMC under (GDPR) (Regulation (EU) 2016/679)	<table border="1"> <tr> <td>Yes (mark X)</td> <td></td> <td>or No (mark X)</td> <td></td> </tr> </table>	Yes (mark X)		or No (mark X)	
Yes (mark X)		or No (mark X)			
Today's Date (dd/mm/yy)					

Payment	Payment method: Cash/Cheque/Bacs
I include or have paid my £50 returnable deposit (subject to the Terms and Conditions 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: “Redbourn Village Hall Management Committee” Bank: Santander Sort code: 09-01-54 Account number: 35637088 Important- Please use booking name & event date as your payment reference.

Redbourn Village Hall,
63 High Street, Redbourn, Herts, AL3 7LW
Office phone: 01582 792822 RVH Mobile: 07712 658587 Email: office@redbournvillagehall.org.uk

www.redbournvillagehall.org.uk

1st April 2019