Westoning Village Hall

## Booking Form Tel: 07483378440

## *Please return to:* The Warden, 34 Church Road, Westoning, Beds, MK45 5JL

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|  |  |  |  |
| --- | --- | --- | --- |
| Day & Date of Hire: |  | From: am/pm  (Total access time, including | To: am/pm  setting up and clearing up) |
| Purpose of Hire:  (If for a child's party, please state age of child) | | | |
| Name: |  | | |
| Address: |  | | |
|  | Post Code: | | |
| Email address: | Telephone No: | | |
| Booking for resident of Westoning OR group/organisation based in Westoning Yes / No | | | |
| Name of Group/Organisation: Position held: | | | |

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm if any licensable activities will take place at your event:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | *The hall is licensed for* | *Times for which the*  *activity is licensed* | | *Indicate activities to take place at your event* |
|  |  | Mon – Sat | Sunday |  |
| The performance of plays | ✓ | 0800 - 2400 | 0900 - 2300 |  |
| The exhibition of films | ✓ | 0800 –2400 | 0900 - 2300 |  |
| The performance of live music | ✓ | 0800 - 2400 | 0900 – 2300 |  |
| The playing of recorded music | ✓ | 0800 - 2400 | 0900 – 2300 |  |
| Dancing | ✓ | 0800 - 2400 | 0900 – 2300 |  |
| The sale of alcohol (this includes alcohol offered within ticket price) | ✓ | 1100 - 2300 | 1200 - 2230 |  |

##### If any licensable activity is taking place at your event please ensure that you complete

##### and return the attached *Licensable Activity Form* to the Warden.

##### If you intend to provide or sell alcohol it is imperative that written approval is gained

##### from the management committee prior to the event in order to ensure compliance

##### with the Licensing Act 2003.

I have read, and agree to abide by, the Conditions of Hire supplied with this Booking Form

**I understand that my booking is not confirmed until I have paid the full Booking**

**Fee. A £50 damage deposit must be paid at least 30 days before the date of hire.**

*Cheques should be made payable to: Westoning Village Hall*

Signed ……………………………………….…………….. Date …………………………………

Payment of 50% of the booking fee will be levied on all cancellations within 14 days of the date of hire