



HENLLYS VILLAGE HALL

www.henllysvillagehall.org.uk

Charity Commission Registration Number 500183

BOOKING FORM – OCCASIONAL USERS

BOOKING DETAILS

(Please read Conditions of Hire before completing)

Reference number

Title of Organisation: (if applicable)			
Name and Address of Hirer: Must be 21 years of age or over (25 years of age or over when a bar is requested)			
Contact numbers:	Home tel:	Work tel:	
	Mobile no:	Email:	
Type of Event:			
Date of Event:	Day:	Date:	Month: Year:
Name and contact details of DJ Please make sure your DJ is aware of the noise restrictions in our Conditions of Hire			
Times Required:	From:	To:	
Facilities Required:	Main Hall	YES	NO
	Meeting Room	YES	NO
	Bar required	YES	NO
Hire fees: Per Hour (or part thereof) Main Room: before 6pm £12.00 after 6pm £14.50 Meeting Room (Community): before 6pm £5.00 after 6pm £6.00 Meeting Room(Business): business meetings/ training courses £10.00 Private Functions: <i>(Birthdays, Weddings, Socials)</i> (between the hours of 7pm and 12.30pm) A single charge of £100.00 Bar Hire: £20.00		Number of hours/days requested	Charge
	Main Room Hire		
	Meeting Room Hire		
	Bar Hire		
	Total Hire		
	<p>PLEASE NOTE THAT FULL PAYMENT IS REQUIRED WITH THIS BOOKING FORM. Key deposit – at the hall supervisor's request a cash deposit of £20 may be required upon collection of the key, returned when the key is returned.</p>		

Maximum number of Persons:	Main Hall: 90 (100 theatre style)	Meeting Room: 25
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<p>Licensed Bar: Number of persons expected to attend function (minimum number 30); state number of children 16 years and under. Times: (Opening/closing times of bar facilities required)</p>	<p style="text-align: center;">NUMBER OF PERSONS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">DAYTIME</td> <td style="width: 50%; text-align: center;">EVENING</td> </tr> <tr> <td style="text-align: center;">From:</td> <td style="text-align: center;">From:</td> </tr> <tr> <td style="text-align: center;">To:</td> <td style="text-align: center;">To:</td> </tr> </table>	DAYTIME	EVENING	From:	From:	To:	To:
DAYTIME	EVENING						
From:	From:						
To:	To:						
<p>Extended Licenses:</p>	<p>Bar facilities are provided until 24:00 hours; premises must be vacated by 00.30. If applications for extended licences are requested they will NOT automatically be granted as the Licensing Authority has special criteria for special events and yours may NOT comply.</p>						
<p>Stewards:</p>	<p>For licensed events six names and addresses of responsible persons prepared to act as Stewards must be provided at the time of booking on the attached form.</p>						
<p>Age restrictions:</p>	<p>Bookings for 15th- 21st Birthday Parties will not be accepted nor for private functions predominantly involving groups of persons 15 - 21 years of age except when arranged by recognised organisations and clubs Any breach of these rules will result in action being taken and the bar will be closed.</p>						
<p>Completed Form and Hire Fee:</p> <p>PLEASE NOTE THAT FULL PAYMENT IS REQUIRED WITH THE BOOKING FORM</p>	<p>Please return the completed booking form together with the payment in full, to</p> <p>THE HALL SUPERVISOR HENLLYS VILLAGE HALL HENLLYS VILLAGE ROAD HENLLYS, CWMBRAN NP44 6JZ</p> <p>(cheques should be made payable to Henllys Village Hall)</p>						
<p>General:</p>	<p>For any further enquires regarding bookings please contact the Hall Supervisor:</p> <p style="text-align: center;">07976315166</p>						

<p>I have read and understood the Conditions of Hire; I confirm that the person/organisation who is applying accepts them; I have included full payment with this booking form.</p>	
<p>NAME (Please print)</p>	
<p>SIGNED</p>	<p>DATE</p>
<p>Hirer's contact details will be securely stored and used for the sole purpose of the management of bookings</p>	