

Reference number
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**BOOKING DETAILS**

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

<b>Maximum number of Persons:</b>	<b>Main Hall: 90</b> (100 theatre style)	<b>Meeting Room: 25</b>
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<b>Licensed Bar:</b> <b>Number of persons expected to attend function (minimum number 30); state number of children 16 years and under.</b> <b>Times:</b> <b>(Opening/closing times of bar facilities required)</b>	<b>NUMBER OF PERSONS</b>	
	<b>DAYTIME</b>	<b>EVENING</b>
	<b>From:</b>	<b>From:</b>
	<b>To:</b>	<b>To:</b>
<b>Extended Licenses:</b>	<b>Bar facilities are provided until 24:00 hours; premises must be vacated by 00.30.</b> 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.	
<b>Stewards:</b>	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.	
<b>Age restrictions:</b>	Bookings for <b>15th- 21st Birthday Parties</b> will <b>not</b> be accepted nor for private functions predominantly involving groups of <b>persons 15 - 21 years of age</b> 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.	
<b>Completed Form and Hire Fee:</b>  <b>PLEASE NOTE THAT FULL PAYMENT IS REQUIRED WITH THE BOOKING FORM</b>	Please return the completed booking form <b>together with the payment in full</b> , to  THE HALL SUPERVISOR HENLLYS VILLAGE HALL HENLLYS VILLAGE ROAD HENLLYS, CWMBRAN NP44 6JZ  (cheques should be made payable to Henllys Village Hall)	
<b>General:</b>	For any further enquires regarding bookings please contact the Hall Supervisor:  <p style="text-align: center;"><b>07976315166</b></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.

**NAME (Please print)** .....

**SIGNED** ..... **DATE** .....

General Data Protection Regulations (GDPR)  
 Your contact details will be securely stored for a limited time and used for the sole purpose of the management of bookings. The lawful basis for processing this data is – necessary for a contract between us.  
 Further information may be found on our Privacy Notice which is on our website and on the notice board in the hall foyer.