

BOREHAM VILLAGE HALL, MAIN ROAD, BOREHAM, ESSEX
APPLICATION FOR THE HIRE OF ACCOMMODATION IN THE VILLAGE HALL

BOOKING CLERK: - ☎ 01245 467125 or 01245 468240

FULL NAME
REPRESENTING
(CLUB NAME)
(Delete if not applicable)
ADDRESS
.....
POST CODE
TELEPHONE No.

I wish to make application to hire the accommodation as indicated hereunder in the BOREHAM VILLAGE HALL on the following date: -

DAY OF WEEK DATE BETWEEN THE HOURS OF
.....

FOR THE PURPOSE OF

WILL BAR FACILITIES BE REQUIRED? - YES/NO (delete as applicable)

The Village Hall's nominated person will obtain the necessary licence.

HOW MANY WILL BE ATTENDING THE FUNCTION?

(NOTE: Any additional time, other than that booked above (incurred due to the late running of any function or any other reason) is chargeable. The additional costs will be recovered from the deposit).

I shall require the following: - (please delete rooms not required)

LORD PERRY HALL
(Large Hall)
Approx. 150 seated
Approx. 200 dancing

GOODWIN ROOM
(Small Hall)
Approx. 50 seated
Approx. 80 dancing

ALLEN ROOM
(Committee Room)
Approx. 25 seated

I am over 21 years of age and hereby personally accept responsibility for being in charge and confirm that I will be on the premises at all times during the period of time of this hire and when the public are present and for ensuring that all conditions are met. I understand and accept that the power supply will automatically be terminated at midnight and the lighting at 12.30am.

The Boreham Village Hall Management Committee can not be held responsible for any consequential loss for cancellation of any prior hire booking agreement due to unforeseen circumstances.

ANY CANCELLATION OF THIS BOOKING REQUIRES AT LEAST ONE CALENDAR MONTH'S NOTICE OTHERWISE A FULL CHARGE WILL BE MADE.

I confirm I have received a copy of the "Standard Conditions of Hire for Occasional Users – Boreham Village Hall" and totally accept the conditions contained therein.

Signature..... Date

A deposit of £..... is received with thanks, being part-payment of £.....

Refundable deposit required £

Signature of Booking Clerk Date