

HALE VILLAGE HALL

Function Booking Request

I, Name: (please print).....wish to book Hale Village Hall

on behalf of Club / Society / Organisation:

Address:.....

.....Post Code:

Telephone:Email:

Type of functions planned:.....

Date & Time:.....

(daytime functions 08:00 – 18:00 hourly charge, evening functions 18:00 – 23:00)

Anticipated number of people attending:.....

Do you wish to serve alcohol under the licence held by Hale Village Hall? **YES/NO***

If yes, have you read and retained a copy of the following (*please delete as appropriate):

Additional Conditions for Licensed Hire? **YES/NO***

Guidance Notes for Licensed Hire? **YES/NO***

Have you returned a completed licensing questionnaire in the last six months? **YES/NO***

Have you completed page 2 of this form? **YES/NO***

I/We have read and will abide by the terms of hire for the use of Hale Village Hall

I/We understand that no property shall be left in the hall between hires without prior consent and at my/our own risk

I/We accept responsibility for the actions of those attending our events

Signature:

Date:

Booking time includes setting and cleaning up and the charge will be for the total time. All fees payable in advance unless by prior agreement of the treasurer.

Evening functions are subject to a £100 deposit paid in advance in addition to the hire fee.

Please complete and return this form to: Mariaana Batterbury, Hale Village Hall Booking Manager, Littlecroft, Hale Road, Hale, Fordingbridge, Hampshire, SP6 2NW
Or by email to halevillagehall@btinternet.com

HALE VILLAGE HALL

Please complete this page only if you plan to sell or serve alcohol

Please read the additional conditions for licensed hire of Hale Village Hall and select your option:

Option 1) A person holding a Personal Premises Licence will attend YES/NO

Option 2) I am applying to NFDC for a Temporary Event Notice YES/NO

Option 3) I would like to pay £10 and use Hale Village Hall's Premises licence YES/NO

If option 3 is selected

A designated person must be appointed to be responsible for the sale or supply of alcohol and must read the guidance notes for licensed hire of Hale Village Hall and answer 10 questions relating to the guidance notes giving at least 8 correct answers

Name of designated person:

Address:

Tel No:

Email:

I have read the above documents and have provided or will provide my completed questionnaire.

I will ensure that other people selling or serving alcohol during the hire period read the guidance notes and complete the questionnaire.

Signed: _____ Dated: _____

Designated person for the event to be held on: _____

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