HAMBLEDON VILLAGE HALL and Pavilion
Booking Form

Thank you for selecting Hambledon Village Hall. Please let us know of your exact requirements below. The Booking Secretary will confirm your reservation when the deposit is received. Attached are some notes which I hope you will find helpful.

Name of Hirer: **Must be over 18yrs**	
Address:	
Contact Number:	
Email address:	
Type of event: Full description.	Birthday Party: age of recipient: (0-11yrs) (12-14yrs) (15-22yrs) (22-30yrs) (over 31yrs) Wedding/reception Anniversary: Other:
Date(s) & Times	
Rooms required **Please tick**	Main Hall and Bar**: Meeting Room: Bar: Pavilion ** no extra charge for bar when booking main hall.
Crockery/Cutlery:	There is some crockery, cutlery, mugs, glasses etc. available for general use in unlocked cupboards. If you wish to use the 100 piece place settings (no glasses) please indicate and call the bookings secretary. Required: **Yes/No**
Number of persons attending: (estimate)	
Additional Responsible Adults	In addition to the hirer (above) we require the name, address, email and telephone no. of two other responsible adults (over the age of 25ys) for all events **a) finishing after 9.30pm** **b) where alcohol will be provided/sold** **Name 1:** **Name 2:** Telephone Number: Telephone Number: e-mail address: email address: **Continued Over**

Bouncy Castles & Inflatables **Special Requirements:**	The use of bouncy castles on the premises is not permitted and is expressly excluded from our insurance policy as a hazardous activity. Special permission may be given. **Request Application form and see policy on Website.**	For Office Use Application requested. Policies approved
Will there be a Bar or Alcohol sold?	YES/NO If Yes, please discuss with Booking Secretary	For office use: TENS Req'd Yes/No

- I have read and agree to Conditions of Hire: **Yes/No**
- I agree to supervise young children to prevent any throwing objects down toilets which may cause expensive drain blockages. **Yes/No**
- I have read Handy Hints for Hirers: **Yes/No**
- I understand my deposit will be forfeited if extra cleaning is required after my booking**. Yes/No**
- In the unlikely event of damage to the fabric of the building during my booking, I agree to make a reasonable contribution to Hambledon Village Hall towards the cost of repair, replacement or drain clearance. I understand that I may ask to meet with a Village Hall representative and/or photographs will be taken. **Yes/No**

I confirm these details are correct.

Signed……..... Date……

What you do next:

- Email or Send us one signed copy of the above form. Do not include money.

What we will do:

- Our Treasurer will send you an invoice for the Deposit and Hire Fee with details about payment.
- We will continue to hold your booking until and after your deposit is paid (within 21 days)
- We will confirm your booking on receipt of the full payment (no less than 14 days before the event)
- In order for our Treasurer to refund your deposit, **please provide bank details**:

Account number	Sort code	Exact name the account is in

Email to: hambledonhantsvhbooking@outlook.com
or
Post to: Liz Harrison, Woodside, Green Lane, Hambledon, Hampshire. PO7 4SY