

Great Asby Village Hall - Booking Form

Please complete all sections of the form and return, ideally by email to: village.hall@asbyparish.org.uk
or to: Geoff Johnson, The Arch House, 2 Asby Hall Mews. Great Asby CA16 6EN (Tel: 017683 51228)

Contact Details

| | |
|--|----------------------|
| Organisation: (if appropriate) | Contact Name: |
| Address: | |
| Telephone No.: | Email: |

Event Details

| | |
|--|---|
| Nature of Event: | |
| Date of Event: | Time from: To: |
| Max. Expected No. of Attendees | Is Alcohol to be Sold or Supplied? <input type="checkbox"/> YES ^[1] <input type="checkbox"/> NO |
| Hire Fee due: £ (See "Hall Hire Charges" information on the website.) | |

Recurring Events

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|--|---|
| Is this a Recurring Event Booking? <input type="checkbox"/> YES <input type="checkbox"/> NO | If Yes, please indicate future dates you would like booked/reserved. |
|--|---|

Additional Information

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|---|
| 1. Will you require use of these Village Hall facilities? <input type="checkbox"/> Projector & Screen <input type="checkbox"/> PA System <input type="checkbox"/> Kitchen |
| 2. Any Additional Comments: |

- I am aged 18 years or over, and have read and agree to the "General Conditions of Hire". ^[2]
- I have also read and agree to the "Supplementary Guidance to Hirers (COVID-19, July 2021)". ^[2]
- If alcohol is to be available, a copy of any necessary TEN will be provided at least 48 hours before the event. ^[1]
- I am aware of the hall's insurance cover as set out in "Hirer's Public Liability Cover". ^[2]
- Any portable appliances I bring into the hall have been visually checked to be in good working order.

Please save your completed form before forwarding it to: village.hall@asbyparish.org.uk

Signed: _____ **Date:** _____

For Hall use only:

| | | |
|----------|-------------------|---------------|
| Fee Due: | Deposit Received: | TEN Received: |
|----------|-------------------|---------------|

[1] See "Guidance on Alcohol Licensing" on the website. [2] Document available on the website