

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

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.
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Additional Information

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]
- 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:
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Note [1] See "Guidance on Alcohol Licensing" on the website.

May 2019

[2] Document available on the website.