

WETWANG VILLAGE COMMUNITY HALL

BOOKING FORM FOR SMALL BOOKINGS ONLY

I wish to book the Wetwang Village Community Hall.

Name: .....

Organisation or Group name (if applicable).....

Address: .....

.....Telephone Number:.....

Email address:.....

Date of Event:..... Time: from..... to .....

Type of Function/Activity :.....

I require the use of :

Main Hall  Meeting Room  Mezzanine Deck  Kitchen

Please indicate the use you will make of the kitchen: (food preparation / cups of tea / bar).

.....

I have read and agree to abide by the Rules and Conditions of use of the Hall

I will be in attendance at the hall for the duration of the Party

I require the Stage to be erected. (extra charge):

Number of tables and chairs to be set out. (extra charge):

I require the use of Cutlery for ..... place settings: (other than the Cutlery in the Kitchen).

I require the use of Crockery (other than the cups and mugs in the kitchen). (extra charge):

I require the use of the Amplifier and Music Centre:

The information collected on this booking form is for use by the Village Hall to contact you regarding your booking and to generate an invoice. No information will be shared with any third parties without your permission. Please tick this box to agree to your details being held for the purposes set out above.

Signed: .....

Dated: .....

Please check availability by ringing 01377 236572 and then complete this booking form and return it to: Bookings, Wetwang Village Hall. Southfield Road, Wetwang. YO25 9XX within 10 days.

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event.

Activity	The Hall is licensed for (must be completed by the committee)	Times for which the activity is licensed (must be completed by the committee)	Indicate activities to take place at your event (must be completed by the hirer)
a. The performance of plays	X	0800 - 0000	
b. The exhibition of films	X	0800 - 0000	
c. Indoor sporting events			
d. Boxing or wrestling entertainment			
e. The performance of live music	X	Weekdays & Saturday 0800 – 0000 Sundays 0800 - 2300	
f. The playing of recorded music	X	As above	
g. The performance of dance	X	As above	
h. Entertainment similar to those in a-g	X	As above	
i. Making Music	X	As above	
j. Dancing	X	As above	
k. Entertainment similar to those in i-j	X	As above	
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			