

LYMPSTONE VILLAGE HALL BOOKING FORM

Version 30 December 2017

Bookings, Enquiries & Advice Telephone: (01395) 265147 Michael Wilkes, Bookings Manager & Treasurer, River House, The Strand, Lymptone, EX8 5EY	Keys: collect in person from: Post Office counter in village stores, (opposite The Swan & Station Hill) 07:00 to 21:00 7 days a week. Return keys there after hire	Alcohol Licences Sally Harradine, Shenfield, Greenhill Avenue, Lymptone EX8 5HW Telephone (01395) 263907
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Bookings are managed by Michael Wilkes (01395 265147). Please contact him to check availability & to discuss details of your requirements. He will be able to provide a price quotation. You can make a provisional booking when you speak to him, but you must return this form within 7 days to confirm your booking. *NB - we do not accept bookings for teenage parties.*

If you have not hired the hall before you will need to read information about our **facilities and charges**. This is all available on our website at www.lympstonevillage hall.co.uk. You can ask for a tour of the facilities, most useful for large events.

The website also has our full **terms & conditions** which you must accept when you sign this booking form. We will send these to new hirers. We will confirm acceptance of booking by post to the address you give. We will send you more information if you are a new hirer, including how to get the keys. Please read and check everything carefully to avoid problems.

The hall's three main rooms, plus our kitchen and bar are all bookable by the hour. We charge a published rate per hour and a reduced rate for preparation and clearing-up time before and after your event. See hire charges on website. You can book rooms in combination or the whole complex. Our licence sets end-of-evening closing times which apply to all events, unless you request and pay for a licence extension. **See back of form for further notes and guidance**

Section 1 Your details. Your name

Phone no. - fixed & mobile..... E.mail

If booking for an organisation or company, give its name

Your address and postcode. *This is the address we will send the acceptance and invoice to*

..... Postcode

Section 2 Your event. *The minimum charge is for one hour, and by the half-hour thereafter. You should normally book preparation and clearing-up time (lower cost; by the half hour) - see Section A overleaf for guidance and example of timings.*

Type of event - please be specific

If you want to book multiple events and enter all dates in Section E overleaf or on a separate sheet

Day & date of event Start time of event Finish time of event

Time required for preparation - from to Time for clearing up - from to

Section 3 Your requirements for rooms and facilities. If you need help see our website for layout or call Michael Wilkes. **Tick all boxes that apply.** Use of chairs, tables, heating / air conditioning, gas & electricity included. We will confirm availability and charges on our acceptance letter.

Main Hall & Stage	Function Room	Committee Room	Whole Complex (all 5 rooms)
Kitchen (for food preparation)	Kitchen (tea making only - 1 hour charged)	Bar	Crockery, cutlery & glasses
ALCOHOL Will you be servicing alcohol? (Yes or No)	Will you be selling alcohol? If yes, bar licence needed so read and complete Section 4	For stage lighting, sound equipment or other AV facilities, tick boxes & ring Don Mildenhall on 01395 260500 to discuss and arrange specifics	
		Stage lighting	Projector
External patio (with function room) —excludes preschool play area / garden at rear — extra charge applies for this		Portable staging	Other equipment—call to discuss
Wedding ceremony + reception		Wedding reception only	

Section 4 Bar licence *Read notes overleaf to understand why this is important. A bar licence must be arranged in advance.*

Period during which alcohol will be sold - from to

Details of person who will be responsible for the bar, if already known : Name

Address..... Phone **Office use only** : Licence application accepted

Section 5 Your agreement and signature. By signing and returning this booking form you agree to our terms and conditions — see overleaf for summary. You can see our full terms & conditions on our website, or ask to be sent a copy.

Your signature Date

