

LYMPSTONE VILLAGE HALL BOOKING FORM (not for weddings or off-site table hire) v1 April 2019

Use this form to ask to book one or more rooms at Lymptstone Village Hall. You can also book online via the **Book Now** button on the home page of our website - it's easier for you and for us. Things to know when you start booking:

- ⇒ We reserve the right to decline any booking. We do not accept bookings from teenage parties.
- ⇒ Bookings are made subject to our terms & conditions which include conditions for serving & selling alcohol, our cancellation policy and our deposit & prepayment policy. See our website or ask for printed copies. The terms and conditions place on you as the hirer responsibility for the safety and conduct of your event, and liability for any damage or additional cleaning needed.
- ⇒ Bookings are provisional until we have reviewed the details of your request and until you have paid any deposit or prepayment we request. If you are contracting with others for services (catering, entertainment etc), please note that you need to tie the various bookings together - ask for a period of provisional booking.
- ⇒ If you have not hired the hall before you should satisfy yourself that it will meet your requirements. Check our website for details of facilities, room sizes and capacities - all at www.lympstonevillagehall.co.uk . You can ask for a tour of the facilities; we think this essential if you are planning a large event or don't know the hall.
- ⇒ We will confirm acceptance of booking by e-mail or 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!

The hall's three main rooms, are all bookable separately or in combination by the hour, with or without our kitchen and bar. (See plan on website.) We charge a published rate per hour with a lower rate if you live in Lymptstone parish; see all our tariffs on our website. Our premises licence sets a time limit of 12 midnight for events; exceptionally this can be later at extra cost. We have a number of special rates for parties and regular classes.

Give us as complete information as possible—it helps us understand and anticipate your needs.

Booking Details (starred items must be completed; tick boxes / enter details as appropriate. Write clearly)

Firm booking or enquiry? Firm booking or Enquiry

Is this a personal booking or for an organisation? *

Name of organisation (if not a personal booking).....

Your name: *

E-mail address (normally our main method of contact): *

Postal address with postcode: *

Do you want to claim the discounted rates for living in Lymptstone parish?

Phone number: preferably two—fixed and mobile *

Your Requirements for rooms and facilities (best to check availability on our online calendar)

Do you want a discussion and/or viewing before you book (we will contact you)?:

Date(s) required (exact date): Or approximate date (e.g. Saturday in mid-September)

Start time (allow for preparation): *

End time (allow for clearing room) NB The hall's licence ends at midnight: *

Type of event: * No. of people attending

Rooms and facilities required - see website for more details (Tick all that apply*. Additional costs for sound, AV, staging):

Main hall Function room Kitchen (with crockery & cutlery) Bar (with glasses) Committee room
Bar licence (if you are selling alcohol) Projector and screen (main hall only) Screen only (other rooms)
Party lighting (main hall only) Demountable staging Sound system & hand-held mic (main hall only)

Any other facilities (if available)

Any other details we need to know (e.g. repeat / series bookings): You can add an extra sheet or send an e-mail.

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We will contact you, normally within 48 hours, to provide a firm quote and then either confirm availability or discuss how we can meet your needs. Urgent help? - call 01395 262640. E-mail: info@lympstonevillagehall.co.uk

Please send me: Terms and conditions Hirers' Guide Information about weddings and wedding receptions

I have read and accept the hall's Terms and Conditions Signed **Date**

Send to: Village Hall Bookings, Woodville, Greenhill Avenue, Lymptstone, EX8 5HW. You may wish to keep a copy.