**Langtree Parish Hall Booking Form/Contract**

|  |  |
| --- | --- |
| Charity number: 1068242 | Dates/times required |
| **Booking secretary**Sue Lee01805 601 602 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Time | Day | Date |
| Start: | : |  | \_\_ /\_\_ /\_\_\_\_ |
| End: | : |  | \_\_ /\_\_ /\_\_\_\_ |

 |

**Hirer contact details**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Organisation:(if relevant) |  |
| Telephone number: |  |
| Email address: |  |

**Function details**

|  |  |
| --- | --- |
| Nature of function: |  |
| Number to attend: |  |
| Facilities required: |  Whole hall Main Hall Kitchen Committee Room  Leader Room  Bar  |

*N.B. Private parties, weddings and other events requiring bar facilities must use the service provided by the Parish Hall Committee. There is a charge of £20 for this. Corkage is £5.00 a bottle, if supplying own drinks they must be presented to a committee member prior to the event so that the corkage due can be agreed.*

**Payments**

|  |  |  |
| --- | --- | --- |
| Booking Fee of £100 for the venue | Method of Payment: |  BACS Cash Cheque |
| Hiring full charge of £ | Method of Payment: |  BACS Cash Cheque |

*N.B. The £100 booking fee will be returned to the above address unless another payee and address are given. All or part of this may be retained at the discretion of the Parish Hall Committee, if the facilities are not left in a satisfactory condition.*

**Cheques are to be made payable to Langtree Parish Hall or via a bank transfer to:**

Account name: Langtree Parish Hall Sort code: 09-01-55 Account: 48983801

Please sign and date this booking form/contract confirming that you have read, understood and agree to abide by the terms and conditions.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Booking secretary - Sue Lee - 01805 601 602
The Old Rectory, Dragon Hill, Langtree, Torrington, Devon, EX38 8NF