

Booking Form

Name of Hirer

**Organisation
(if applicable)**

Address
..... **Post Code**

Telephone(Landline).....(Mobile)

Email

Purpose of Hire

Type of use **Beare Green Residents and
Non Profit-making Groups** **Non Residents, Profit-making
Groups and External Groups**

Day and Date of Hire

Start time (to include setup) **Finish time (to include clearing up)**

When making a booking please remember that the setting-up time and the clearing-up time should be included in the time you book the Hall for. If you are in the Hall for longer than agreed at the time of booking – we reserve the right to make an additional charge.

Hall required for Hire **Main Hall** **Front Hall** **Meeting Room**

TOTAL HIRE CHARGE.....

Our conditions of Hire require you to obtain written permission from the Trustees before organising a Temporary Event Notification (TEN). Please indicate here if you would like to sell alcohol at your event and we will contact you to discuss your options.

I wish to sell alcohol YES / NO
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Casual hirers are required to provide an additional deposit of £75 and Regular hirers a deposit of £25 against any damage or loss occurring during the letting period. The deposit shall be separate from the hire charge and must be provided by cheque no less than two weeks before the date of the hire. Alternatively, if you wish to pre-arrange a returnable cash deposit held during the hire period please contact the Bookings Manager.

Cancellation of a booking, at the discretion of the Trustees, may be charged at up to half the hire charge.

I have read and accept the Terms & Conditions of Hire of the premises. I agree to be present during the hiring period and ensure that the Terms & Conditions are adhered to.

I agree to be responsible for the clearing and storing away of any equipment used.

Signed.....

Date.....

*Please return this form with your cheque (payable to Beare Green Community Association) to the Bookings Manager: Mrs Joan Wigham, 34 Highland Road, Beare Green, Surrey, RH5 4RT
Bookings line: Please ring 07826 340143*