



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 (for hire rates please see www.bgca.org.uk/our_village_hall.html)

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

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 Secretary.

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 supplied 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 and to leave the hall clean and tidy.
- I understand that a failure to leave the hall clean and tidy will incur additional costs.

Signed..... Date.....

Please return this form to Bookings Secretary: Laura Mott, Beare Green Village Hall, Merebank, Beare Green, Surrey RH5 4RD
Bookings line: 07826340143 . Upon receipt of this form an invoice will be issued.