**Logo, company name

Description automatically generatedBrancepeth Village Hall**

**Booking Form 2022**

**Please review the booking price list and terms and conditions of hire. By signing the booking form, the hirer agrees to abide by the terms and conditions of hire and all Policies associated with the premises.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Hirer** | | | |  | | | |
| **BCA member?** | | | |  | | | |
| **Organisation** (if relevant) | | | |  | | | |
| **Address** | | | |  | | | |
| **Contact Tel Number** | | | |  | | | |
| **Email** | | | |  | | | |
| **Hire Period** | | | | **Which area(s) of the hall you require?** | | | |
| **Hire Date(s)** |  | | | **Upstairs Hall** | | |  |
| **Time Start:** |  | | | **Upstairs Hall with Kitchen** | | |  |
| **Time Finish:** |  | | | **Committee Room (includes Kitchen)** | | |  |
|  |  | | | **Club Room** | | |  |
|  |  | | | **Club Room with Kitchen** | | |  |
| **Hire Purpose** | | | | | **What facilities are required?** | | |
| **Casual Sports** | | |  | | **Stage lighting** |  | |
| **Activity/Group** | | |  | | **Cinema screen** |  | |
| **Private Function** | | |  | | **Disco ball** |  | |
| **Children’s Party** | | |  | | **Badminton/tennis nets** |  | |
| **Adult’s Party** | | |  | | **Kitchen equipment** |  | |
| **Commercial Event** | | |  | | **Cooker, oven & fridge** |  | |
| **Fundraising Event** | | |  | |  |  | |
| **Please tell us if you have any other requirements?** | | | | | | | |
|  | | | | | | | |
| **Hirer’s Signature** | |  | | | | | |
| **Date** | |  | | | | | |

**The following table is for BCA use only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Booking Date** |  | **Hire Charge** | **£** |
| **Payment method** |  | **Refundable deposit received?** | **£** |
| **Access arrangements agreed?** |  | | |
| **Comments for Treasurer/Other committee members re access, heating and/or actions required for booking** |  | | |