

Westoning Village Hall

Booking Form

Tel: 01525 712088

Please return to: The Warden, 34 Church Road, Westoning, Beds, MK45 5JL

Day & Date of Hire:	From: am/pm (Total access time, including	To: am/pm setting up and clearing up)
Purpose of Hire: <small>(If for a child's party, please state age of child)</small>		
Name:		
Address:		
Post Code:		
Email address:		Telephone No:
Booking for resident of Westoning OR group/organisation based in Westoning		Yes / No
Name of Group/Organisation:		Position held:
<i>There are disabled toilet facilities available in the hall - please indicate if you need a raised seat to be available for the toilet on the date of hire</i>		Yes / No

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm if any licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed		Indicate activities to take place at your event
		Mon – Sat	Sunday	
The performance of plays	✓	0800 - 2400	0900 - 2300	
The exhibition of films	✓	0800 –2400	0900 - 2300	
The performance of live music	✓	0800 - 2400	0900 – 2300	
The playing of recorded music	✓	0800 - 2400	0900 – 2300	
Dancing	✓	0800 - 2400	0900 – 2300	
The sale of alcohol (this includes alcohol offered within ticket price)	✓	1100 - 2300	1200 - 2230	

If any licensable activity is taking place at your event please ensure that you complete and return the attached *Licensable Activity Form* to the Warden.

If you intend to provide or sell alcohol it is imperative that written approval is gained from the management committee prior to the event in order to ensure compliance with the Licensing Act 2003.

I have read, and agree to abide by, the Conditions of Hire supplied with this Booking Form

I understand that my booking is not confirmed until I have paid the full booking fee and left a £50 damage deposit at least 30 days before the date of hire

Cheques should be made payable to Westoning Village Hall

Signed Date

Payment of 50% of the booking fee will be levied on all cancellations within 14 days of the date of hire