

STANDARD BOOKING FORM

Thank you for choosing Arkholme Village Hall for your event. Before completing this form please:

- Read our STANDARD CONDITIONS OF HIRE document available at www.arkholme-village-hall.co.uk/downloads
- Contact us by phone or email to check and reserve your chosen date
- Discuss any bar requirement with us; the bar can only be opened for events of sufficient size to be economically viable.

1) The hirer	<p>Title: Name:</p> <p>Organisation (if applicable):</p> <p>Address:</p> <p>Telephone number:</p> <p>Email:</p>
2) Purpose of hire	
3) Date and time of event	<p>Date:</p> <p>From (time): To (time):</p> <p>Total number of hours:</p>
4) Access time	<p>What time do you require access to the hall to prepare for your event? (This is the time the hall will be unlocked for you)</p> <p>What time will you be vacating the premises following your event? (This is the time the hall will be locked after you have left)</p>
5) Premises usage	<p>Which parts of the building do you require access to:</p> <p><input type="checkbox"/> Main Hall <input type="checkbox"/> Foyer</p> <p><input type="checkbox"/> Kitchen <input type="checkbox"/> Committee Room</p>
6) Guests	<p>Number of guests:</p>
7) Bar and consumption of alcohol	<p>Do you require the bar to be open during your event?</p> <p>From (time): To (time):</p> <p>If yes, please tick:</p> <p><input type="checkbox"/> I agree to ensure no alcoholic beverages are brought into the venue or consumed during my event other than those purchased via the bar.</p> <p>If no, please tick:</p> <p><input type="checkbox"/> I agree not to sell or allow the sale of alcohol by others during my event. I understand that if I provide alcohol free of charge or guests provide their own I am responsible for the safety and conduct of my guests while they are on the premises</p> <p><input type="checkbox"/> I will not allow the consumption of alcohol by any person under the age of 18.</p> <p><i>Note: our latest bar closing times are 12pm Friday and Saturday and 11pm Sunday to Thursday</i></p>

8) Public events	<p>Is your event a fundraiser for a charity or local good cause?</p> <p>Do you wish your event to be publicised via the AVH website and social media?</p> <p><i>If yes, please email images/text or pdf advert to arkholmevillagehall@gmail.com</i></p>
9) Sound system	<p>Do you require access to the hall's sound system?</p> <p>If yes, do you require access to our microphones?</p>
10) Additional information	<p>Please use this space to provide any additional information that you think may be useful for us to know about your event:</p>

To confirm your booking a minimum deposit of £50 (or payment in full if less) is required. Our prices may be subject to a small annual increase; to guarantee your price for an event taking place in a future year full payment is required at the time of booking.

PAYMENT

I wish to:

- Pay by cheque (please enclose cheque payable to 'Arkholme Village Hall' along with this form)
- Pay by BACS (invoice will be issued upon receipt of this form)

Balance payment will be due on receipt of invoice approximately 1 month prior to your event.

- I agree to be present during the period of hire, and to perform the stipulations referred to in the STANDARD CONDITIONS OF HIRE which shall form part of the terms of this booking**
- I understand that Arkholme Village Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided.**

SIGNED:

Date:

Please complete, save and return this form to arkholmevillagehall@gmail.com or print and return by post to: AVH Bookings, Thorneycroft, Arkholme LA6 1AZ