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| The Secretary  Bomere Heath Village Hall  c/o Oakfield House,  Back Lane,  Bomere Heath,  Shropshire  SY4 3PL  Contact:  T: 01929 291295  E: secretary@BHVH.co.uk |  |

**BHVH Booking Form**

**Use this form to make a provisional booking for ‘one off’ non-commercial events:**

**No Internet Access**

* You can telephone the Secretary who will confirm availability and the hire fee for a booking. Full details will be taken and a hard copy booking form will be sent out for completion.
* The completed form should be signed and returned within 7 days along with a cheque for deposit/payment.

You will receive a receipt confirming the booking and instructions how to make the final hire fee payment (if not already paid). Once full payment is made a paid invoice will be issued.

**Recurring / Commercial Bookings**

Please contact Secretary for arrangements for issue of invoices and payment after hire period

**BOOKING FORM**

**‘One Off Event’ – Non Commercial**

🗶as required

|  |  |
| --- | --- |
| **Hirer** | |
| Name of Hirer  (Person taking full responsibly for hire – Over 21) |  |
| Organisation / Group / Company  (if applicable) |  |
| Address |  |
| Email |  |
| Contact Tele No |  |

|  |  |
| --- | --- |
| **Purpose of Hire** | |
| Private  Tickets sold Event for General Public  | |
| Description of event: | |
| Rooms Required | Meeting Room Hall  Kitchen   Stage  Bar |
| Ages of attendees | Pre-school  School Age  Youth  Over 21  Mixed Age e.g. family event  |
| No of attendees |  |
| Are the attendees Local to the Bomere Heath District? |  |

|  |  |
| --- | --- |
| **Date of Hire** | |
| Date |  |
| Times of Hire (from – to)  (Allow for setting up and cleaning post event) |  |
| Hire fee  (Please see list of hire fees) |  |

|  |  |
| --- | --- |
| **Hirer** | |
| I confirm that I am the person hiring the hall /rooms have and I have read and accept the terms and conditions which relate to the hire of the hall / rooms at Bomere Heath Village hall. | |
| Signature of hirer |  |
| Date |  |

