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| The SecretaryBomere Heath Village Hallc/o Oakfield House,Back Lane,Bomere Heath,ShropshireSY4 3PLContact: 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

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

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| **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? |  |

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| **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) |  |

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| **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 |  |

