



*Hopelands,
Weobley Village Hall*

Event Booking Form

The Event..... Date of Event.....

Hirer (who must be 18 or over).....

Address..... Nature of event.....

..... Tel.....

..... E-mail.....

I wish to hire the Hackley Hall/Lounge/Committee Room/ Kitchen (*delete as appropriate*). I will use the kitchen in accordance with the Kitchen Guidelines on display in the kitchen.

Date.....Time.....Until.....

I will require: Chandeliers? *YES/NO* Tablecloths for the round tables? *YES/NO*

Free microphone(s) for the Hackley Hall hearing aid Loop system? *YES/NO*

Will alcohol be consumed at your event? *YES/NO*

If *YES*, will the alcohol be given away free of charge or sold? *FREE/SOLD*

If *SOLD*, how many people do you estimate will be attending your event?

Which of the following do you wish to sell: wine, beer, spirits?

(If SOLD, the bar will be provided by The Neville Arms Outside Bars (TNAOB), Abbeydore, Hereford HR2 0AA unless alternative arrangements are agreed with them via the Chairman.)

TNAOB normally use plastic glasses, but they will serve them in glass glasses at 30p per person extra plus the cost of any breakages. Do you want plastic or glass?

I confirm that I have been advised of the full cost of the hire and agree to pay this. **I enclose my non-returnable deposit of £25 (or full payment of £.....)**

The halls Letting Rules are on the back of this agreement. It is the hirer's responsibility to read them and abide by them. (If TNAOB are providing a bar neither the hirer nor guests may bring in any drinks, alcoholic or non-alcoholic.)

I agree to appoint Stewards, who must be present during the event, and I acknowledge receipt of 'Appointment of Stewards & Their Responsibilities', which I will ensure are understood by my Stewards. I acknowledge too I have been given a copy of this form with the letting rules on the back. I agree to be bound by the rules and obligations outlined in these documents.

Signed..... Date.....

When completed, please return this form to the hall's caretaker Dave Hackley, at 79 Burton Wood, Weobley HR4 8SY, (01544 318568). This booking cannot be accepted until the deposit has been paid.

HOPELANDS ONLY Form sent to TNAOB on.....

March '14

PTO For Letting Rules