



**Bookings Secretary**  
Mrs A Heywood,  
33 North Moor Road,  
Flamborough YO15 1BQ  
Tel: 01262 851559  
Or email: [flamvillagehall@gmail.com](mailto:flamvillagehall@gmail.com)

## BOOKING FORM

***Please read the attached Conditions of Hire carefully before completing this form***

### CONTACT DETAILS OF HIRER:

Name:
Full Postal Address:
Email address:
Contact number:
Organisation's Name (if applicable):

### BOOKING DETAILS:

Date Required:	Event Description:
	Start of Hire Period: <i>Time from which you need access to the Hall to start to set up</i>
	End of Hire Period: <i>Time you intend to leave the Hall after clearing up</i>
<i>Hire Period = the total period of occupation of the Hall ie. set up + the event itself + clearing up</i>	

**Note if consumption of alcohol is involved a TEN (Temporary Event Notice) may be required - contact East Riding of Yorkshire Council for advice**

FACILITIES AVAILABLE:	Hourly Rate	Please tick as required
Use of Kitchen/Committee Room only	£7	
Use of Main Hall only	£13	
Use of both Main Hall and Kitchen/Committee Room or Parties	£18	

### HIRE AGREEMENT:

I confirm that I have read, understood, and accepted the Conditions of Hire.		
I understand that:		
<ul style="list-style-type: none"><li>the booking is not confirmed until this signed form has been received by the Bookings Secretary and that a Cancellation Fee, should the booking be cancelled, may be applied.</li><li>for 'individual' bookings, the full hire cost must be paid <u>before or at the commencement of the period of hire</u></li></ul>		
Signed:	On behalf of:	Date: