



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

BOOKING FORM - OVERNIGHT USE# OF THE HALL

EITHER USED FOR THE EVENT ITSELF OR SET UP PRIOR TO/CLEAR DOWN AFTER THE EVENT

- The hourly rate for an Overnight Event is £18.00
- In addition, a £100 Refundable Deposit against damage and/or any additional cleaning that may be needed after this event is also required

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

CONTACT DETAILS OF HIRER:

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|--------------------------------------|
| 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

HIRE AGREEMENT:

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| I confirm that I have read, understood, and accepted the Conditions of Hire. | |
| I have accepted the Overnight Event Booking Fee of £..... (which includes the £100 Refundable Deposit). | |
| I understand that: | |
| <ul style="list-style-type: none"> • the booking is not confirmed until this signed form has been received by the Bookings Secretary along with a £100* deposit • the total Booking Fee must be paid at least 1 month before the event date • a Cancellation Fee, should the booking be cancelled, may be applied | |
| Signed: | Date: |

**Deposit may be paid by cash, cheque or bank transfer - a receipt will be issued*
 Cheques should be made payable to - **Flamborough Village Hall**
 Bank Transfer - please ask Booking Secretary for account details