



**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 FOR A WEDDING RECEPTION

- The hourly rate for a Wedding Reception is £18.00 plus a £100 Damage Deposit (this is to cover against damage to the Hall and/or its contents, or the Hall being left in an unacceptable condition).
- The Damage Deposit is refundable in full, subject to the condition of the Hall and its contents at the end of the Hire Period.

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

### CONTACT DETAILS OF HIRER:

<b>Name:</b>
<b>Full Postal Address:</b>
<b>Email Address:</b>
<b>Contact Number:</b>

### BOOKING DETAILS:

<b>Date of Reception:</b>	<b>Expected Numbers Attending:</b>
<i>Time from which you need access to the Hall to start to set up</i>	<b>Start of Hire Period:</b>
<i>Time you intend to leave the Hall after clearing up</i>	<b>End of Hire Period:</b>
<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:

<p>I confirm that I have read, understood, and accepted the Conditions of Hire.</p> <p>I have accepted the Wedding Reception Booking Fee of £..... (which includes the £100 Damage Deposit).</p> <p>I understand that:</p> <ul style="list-style-type: none"> <li>• the booking is not confirmed until this signed form has been received by the Bookings Secretary along with a £150* booking deposit</li> <li>• the total Wedding Reception Booking Fee must be paid at least 1 month before the Reception Date</li> <li>• a Cancellation Fee, should the booking be cancelled, may be applied</li> </ul>	
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