

IT IS ESSENTIAL THAT YOU CONTACT THE BOOKING OFFICER (SEE BELOW FOR DETAILS)  
**BEFORE** COMPLETING THIS FORM, TO CHECK FOR AVAILABILITY

**ULCEBY VILLAGE HALL BOOKING FORM**

PLEASE NOTE THESE RESTRICTIONS APPLY TO THE HIRE:

NO VAPING OR SMOKING .

NO SNOW OR BUBBLE MACHINES, OR ANY OTHER ACTIVITY WHICH MIGHT LEAVE RESIDUE ON THE FLOOR.

SMOKE OR FOGGING MACHINES MAY ONLY BE USED IF USING A WATER-BASED MACHINE.

HIRERS WISHING TO USE LASERS AND STROBE LIGHTS MUST INFORM OTHERS ATTENDING THE EVENT.

CLEANING UP THE FOLLOWING MORNING CAN ONLY BE CARRIED OUT BETWEEN 8 - 9 AM.

ALL RUBBISH MUST BE REMOVED FROM THE SITE, AS THE CAPACITY OF THE HALL WASTE BIN IS LIMITED.

Name: .....

Address: .....

Telephone: .....

Date Required: .....

Room(s) Required:

Committee	From .....	To .....	= .....	Hours at	£8.00 =	£ .....
Main	From .....	To .....	= .....	Hours at	£12.00 =	£ .....
Both	From .....	To .....	= .....	Hours at	£19.00 =	£ .....
Committee Room	Full Day (16 hours)				£120.00 =	£ .....
Main Hall	Full Day (16 hours)				£175.00 =	£ .....
Both Rooms	Full Day (16 hours)				£270.00 =	£ .....

Following Morning Hall Cleaning (8 am - 9 am <u>ONLY</u> )	Hall	£12.00 =	£ .....
	Committee Room	£8.00 =	£ .....
	Both Rooms	£19.00 =	£ .....

Hire of crockery/cutlery		£20.00 =	£ .....
Music Licence Fee	Full or Half Day	£5.00 =	£ .....
Music Licence Fee	Hourly	£1.00 =	£ .....

Total Amount Due = £ .....

**Retainer (Please make a separate payment for this)** = £50.00

Total Due = £ .....

Complete and return the Booking Form to the booking officer: Tel 07435 587394  
Payment by bank transfer to Ulceby Village Association Sort Code 08-92-99 Account no. 67190157.  
Cheques to be made payable to Ulceby Village Association

Continued overleaf .....

Type of Function: \_\_\_\_\_

(Please give details)

Please tick as appropriate: Admission Charge  Bar   
Playing music  Disco  Karaoke  Live Music   
Other live entertainment (Please state type) \_\_\_\_\_  
Food  Hot  Cold  Both

Approx number of people attending \_\_\_\_\_ Seated event: YES/ NO

Age range 0 - 17 \_\_\_\_\_  
18 - 25 \_\_\_\_\_  
25+ \_\_\_\_\_

Will there be door persons? YES / NO / Licensed / Or Other (Please state)

**Will there be any alcohol at the function? YES / NO**

Under the current Licensing Act the supply or sale of alcohol must comply with current legislation - see Terms and Conditions of Hire for more information. Failure to comply with this will mean the immediate closure of the function.

**PRIVATE HIRERS** - A Temporary Event Notice is required if **ANY** of the following applies:  
Sale of alcohol / Live Entertainment / Sale tickets for personal gain

A Temporary Event Notice (T.E.N.) is available from [www.gov.uk/government/publications/temporary-event-notice-form](http://www.gov.uk/government/publications/temporary-event-notice-form) or by post allowing 10 working days before the event not including the day of submission & the day of the event. A T.E.N. costs £21.00

**BAR AT EVENT**

**If having a bar** - please give details of licensee (your licensee will apply for a T.E.N. to sell alcohol):

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**USE OF EQUIPMENT FROM OUTSIDE COMPANIES, E.G. BOUNCY CASTLE**

It is the responsibility of the hirer to make sure public liability insurance is in place, especially if they are supervising the use of the equipment, and not the supplier. The hall does not provide any insurance for the use of bouncy castles, etc, and cannot accept any responsibility in the event of any accident.

**DECLARATION:**

I have read, understood, and agree to be bound by the Ulceby Village Hall Conditions of Hire.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_