

Longparish Village Hall

Charity number 301877

Booking Form – Please read the conditions of hire and Covid update before completing

Name ... Organisation (if applicable) ...

Address ...

Phone no.... Mobile no ...

Email ...

Date of event Time: from to

What type of event will it be? ...

Approximately how many people will attend?

Space required: (delete as appropriate). Main Hall Meeting room Both rooms

Do you wish to use the audio-visual system? Please note the user must receive instructions for correct use from hall committee first.	Yes/No
Will you be using a caterer?	Yes/No
Will you be providing activities for children (under 18)	Yes/No

Alcohol and entertainment. Please tell us if at this event:

Alcohol will be sold (including what is included on an entry ticket or for which a donation is asked)	Yes/No
There will be a free bar and/or Bring Your Own drink	Yes/No
A disco or live music will be played	Yes/No
Other live entertainment	Yes/No

Fees. Please make cheques payable to Longparish Village Hall.

a. Hire Fee	£	Total cost of hire, unless there are breakages or other charges
b. Deposit	£	Non-returnable deposit to be remitted with this signed document to secure the booking.
c. Balance of Fees (a-b)	£	Must be paid at least two weeks before the booking date or with the booking if made later than two weeks before
d. Security Deposit	£	

I confirm that I have read and will abide by the terms and conditions of hire and Covid-19 update at <http://www.longparish.org.uk/village-amenities/village-hall/booking-village-hall.html>

I will ensure all windows are open when the hall is in use to help prevent the spread of Covid-19 and that they are closed before leaving.

Signed Date

Please return completed form to villagehall@longparish.org.uk or send it and payment to Jacqui Healey, Bookings Secretary, Riverby, Southside Road, Longparish, Andover, SP11 6PQ tel 07748 322533

If you prefer to pay by BACS the details are

Bank: CAF Bank Sort Code: 40-52-40
Account name: Longparish Village Hall Account number: 00015930