

Bicton Village Hall Booking Form

Name/Organisation.....

Address/Email.....

Telephone number.....

Please return to:
Bicton Village Hall & Club
Church Lane
Bicton
Shrewsbury
SY3 8EL
(Booking secretary)
Tel: 07801 182055
bookings@bictonvillage.co.uk

I/We hereby make an application for the hire of Bicton Village Hall for the dates and purpose stated.

Date of hire:.....

Time of hire: From.....(am/pm) To.....(am/pm)

Purpose of hire:

Please note: We do not accept birthday parties for those aged 14 to 22 years old.

Approximate number of guests:..... Maximum 100 people

Please state type of entertainment ie Disco, live band etc.....

Facilities required and costs

Bar: If bar is required, the charge is £15 per hour per bar person (minimum 3 hour booking - One bar person per 40 guests) (please tick box)

Hall: (Day) including kitchen: £10.00 per hour (please tick box)

Hall: (Evening) including kitchen: £100 per evening (please tick box)

We require a £50 refundable deposit on all bookings. The deposit will be refunded if the room is left tidy with no damage. Please give your bank details so that we can refund the deposit

Total cost: £.....

Name of bank account.....

Sort code.....

Account number.....

I/We accept the charges as laid down by the Committee and agree to comply with the conditions of hiring. I/We also agree that this application, if approved by the Bicton Village Hall Committee, shall be deemed to be a contract between myself/ourselves and the said Committee.

Please tick box to advise you have read and understood the terms and conditions

Signed.....

Dated.....

Cheque enclosed £..... (non-refundable). Cheques made payable to Bicton Village Hall and should accompany this application form. Alternatively, pay by Bacs to Bicton Village Hall - Sort code: 207785 Account no: 60166529 (please put date of event as reference)

Keys need to be collected from Bicton Club at least the day before your event. Please note that the club is not open on Saturdays. (or Monday evenings in the Winter)

The hirer is responsible for cleaning up after the function & leaving the premises as found.

Only alcohol purchased on the premises may be consumed on the premises.

Date received..... Payment received in full/deposit.....