

Flamstead End Hall – Booking Form

I hereby apply to hire Flamstead End Hall, Main Hall: (please complete this form in block capitals)

➤ On (Day)..... (Date)..... (Month) (Year)
For block booking – please see reverse

➤ Hall Hire From..... am/pm To am/pm

Hours Available for hire: Mon - Thurs 9am – *10pm, Fri – Sun 9am – *10pm.
*The premises must be vacated by times stated
(E.g. The party will have to finish before the end of the hire time to allow for clear up etc)

Music finish times: Mon - Thurs 10pm, Fri – Sun 8pm

➤ Organisation/Association etc:.....

➤ Purpose of Booking:

➤ Approximate Numbers expected to attend:

➤ How did you find out about our venue:

➤ I confirm that we are an organisation running sessions for third parties including customers. We hold public liability insurance for the activities/coaching/instructing we are running and any person running a session is suitably qualified to run the session and has received a satisfactory Disclosure and Debarring Service check if session includes young children and/or vulnerable adults.

a) Public Liability Insurance - Yes / No / N/A

Name of Company..... Cover Value..... Expiry Date

b) Staff Suitably Qualified - Yes / No / N/A Qualification Held

c) All persons taking sessions have current DBS - Yes / No / N/A

➤ I enclose £..... being Full Payment / Deposit OR Please call me for my card details (delete as applicable)

I am over 18 years of age.

The Hirer should study the Conditions of Hire before signing this Contract. The signing of this Contract implies the full acceptance of the said Conditions of Hire and the Contract incorporates the indemnity clause described in the said Conditions. If the Hirer wished to vary any of these conditions he/she should consult with Hall manager before executing this Contract; variation of some terms may affect the required Contract sum.

➤ Signature of Applicant: Date:

➤ Name: eMail Address:

➤ Address: Main Tel No:

..... Mobile Tel No:.....

➤ Postcode: **PLEASE CONTINUE OVERLEAF**

PLEASE ENSURE BOTH SIDES OF THIS FORM ARE COMPLETED & SIGNED BEFORE RETURNING

OFFICE USE ONLY:

Cheques and postal orders should be made payable to the 'Borough of Broxbourne'

Arrangement Number: _____

	Hours	Rate	Total	Rec. No	Date	Initials
Hall Hire						
Other Charges						
TOTAL CHARGES						
Minus Hall Hire Deposit						
TOTAL BALANCE						

Damage Deposit of £..... is due on/...../..... Receipt No..... Date/...../..... Initials.....

Returned £..... Date/...../..... Return to (name).....

