

ALPHAMSTONE VILLAGE HALL BOOKING FORM

PLEASE PRINT, COMPLETE AND RETURN TO THE BOOKINGS SECRETARY.

Event Details

Date: Time: From to

Purpose of hiring:

Licensing and Safety

Alcohol sold? Yes / No Music played? Yes / No **Delete as appropriate.**

Licence: You will need your own licence for either activity.

Fire safety: I have read the [Fire Risk Assessment for Alphamstone Village Hall](#) and agree to follow all procedures within it.

Hirer Details and Agreement

By signing, I accept the conditions of hire on the Alphamstone Village Hall website.

Name: Telephone:

Address:

.....

Signed:

Date:

Payment and Return Instructions

25% deposit by BACS: £..... **Reference:** Rent + date of rental

Return to: AlphamstoneVillageHall@gmail.com **Tel:** 07880 813632

Account Name: Alphamstone Village Hall Fund **Sort code:** 60 21 03 **Account:** 42600235

Access and Parking

Key: A key-safe number will be provided to access the key to the village hall.

Access: A wheelchair ramp is kept in the lobby.

Parking: Please use the area behind the hall via Goulds Road and, where possible, avoid parking around the village green to prevent obstruction and inconvenience to residents.