

# Booking Form



BYFIELD VILLAGE HALL  
MANAGEMENT COMMITTEE  
The Green, Byfield, Daventry, Northants NN11 6UT

Once completed and signed this form is the basis of the contract between the Byfield Village Hall Management Committee (BVHMC) and the hirer. Charges can be seen on our website [www.byfieldvillagehall.org.uk](http://www.byfieldvillagehall.org.uk) where the conditions of hiring are shown under 'Hire Agreement'. If you do not have access to the website please contact Angela Corbett (details below) or they can be viewed on the notice board in the foyer of the Hall.

## Hirer's details:

name

organisation (if applicable)

address

telephone

mobile

email

purpose/description of hiring

please indicate your requirements:

regular user/ one-off additional booking for regular user/ or one-off booking

Main Hall / Side Annex only / Meeting Room

State dates and times that you require. Please refer to bookings already scheduled to avoid disappointment. Existing schedule is on the website & Village Hall noticeboard. Our charges are on the website & noticeboard, if in doubt check when booking.

I acknowledge that I have read and understood the terms and conditions of hiring (see 'Hire Agreement' on the website). If you require a printed copy this will be supplied. The hirer must be over 18 and is required to be present during the event or else represented by another responsible and authorised person. If alcohol is to be served or sold read 'Additional Requirements'.

hirer please sign here

date

signed

date

on behalf of Byfield Village Hall Management Committee (BVHMC)

Please scan and email this form to [angela.corbett16@gmail.com](mailto:angela.corbett16@gmail.com), or send to Angela Corbett: Westhorpe Barn, 6 Westhorpe Mews, Byfield, Daventry NN11 6UL

**No booking is confirmed until this form is completed & returned to Angela Corbett**

Please also read, complete, sign and return the second form 'Additional Requirements'

## Additional Requirements

BVHMC hire charges are on the website [www.byfieldvillagehall.org.uk](http://www.byfieldvillagehall.org.uk) and on the Hall's noticeboard. Charges include use of the tables and chairs and all the kitchen utensils, crockery and cutlery in unlocked cupboards. Additional charges apply for the following:

Please indicate: use of the cooker	£8	Y / N
use of dishwasher	£5	Y / N
cleaning of Hall after event (clearing the Hall by hirer is mandatory)	£25	Y / N
licence to sell alcohol at your event	£20	Y / N
(Licence not required to serve alcohol at a private function)	None of above extras?	

### Licensed Activities

Byfield Village Hall has a Premises Licence authorising the following regulated entertainment: sale of alcohol / recorded music / live music / film / performance of plays / dancing / other

Please indicate if your event involves any of the above activities

sale of alcohol is permitted in the Main Hall only between the following times:

Monday - Saturday 10:30am - 11:30pm Sunday 10:30am - 10:30pm

- ◆ if you chose to run a cash bar at a private function a licence is required
- ◆ whenever alcohol is involved BVHMC reserve the right to require a surety of £100 in advance
- ◆ The Hall has a joint music licence with the Performing Rights Society and Phonographic Performance Limited (PPL) for the live and recorded performance of copyright music.

### Hirer's obligations

When a licensable activity takes place, the hirer hereby acknowledges reading the Hire Agreement on the website [www.byfieldvillagehall.org.uk](http://www.byfieldvillagehall.org.uk), and agrees to comply with all the obligations therein. We shall send you an invoice after the event. Cheques please to 'Byfield Village Hall', or online to 'Byfield Village Hall', sort code **05-02-16**, account **46029746**, being sure to include your name or organisation as reference.

### Sale of Alcohol Licence Agreement

I, the undersigned, hereby apply to Byfield Village Hall Management Committee for authorisation of the sale of alcoholic drinks under The Legislative Reform (Supervision of Alcohol Sales in Church & Village Halls) Order 2009.

**sign here** date

Person(s) to be authorised to sell alcohol in accordance with the Licensing Act 2003.

**sign here** date

I/We hereby authorise the persons named above to sell alcoholic drinks at the event described in the attached booking form, on the specified date(s) and time(s) in the Main Hall of Byfield Village Hall.

**signed** date

on behalf of Byfield Village Hall Management Committee (BVHMC)