**Bourne End Village Hall**

**Booking Enquiry**

Please complete this form and send to [bookings@bourneendvillagehall.co.uk](mailto:bookings@bourneendvillagehall.co.uk)

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| **Name** | Click or tap here to enter text. | |
| **Contact Phone Number** | Click or tap here to enter text. | |
| **Email Address** | Click or tap here to enter text. | |
| **Event Date** | Click or tap to enter a date. | |
| **Type of Event** | Adult party | |
| Child’s party | Age of Child Click or tap here to enter text. |
| Regular Class (yoga/pilates/dance) | |
| Meeting | |
| Community Event | |
| Other (give details below) | |
| **Purpose of Hire** | Private event | |
| Commercial hire | |
| BEVA Event | |
| Charity Fundraising (give details below) | |
| **Time in/out**  ***(Please allow minimum 30 minutes for set up and clear up)*** | Click or tap here to enter text. | |
| **Facilities Required** | Kitchen (fridge) | |
| Kitchen (tea and coffee making facilities) | |
| Kitchen (gas oven) | |
| Kitchen (plate warmer) | |
| Main Hall | |
| Main Hall (projector and screen)\* | |
| Main Hall (chairs and tables) | |
| Main Hall (banqueting chairs/round tables) | |
| **Message** | Click or tap here to enter text. | |

\* £25 additional fee