**Bourne End Village Hall**

**Booking Enquiry**

Please complete this form and send to bookings@bourneendvillagehall.co.uk

|  |  |
| --- | --- |
| **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