**Bourne End Village Hall**

**Booking Form**

Please complete this agreement and return to bookings@bourneendvillagehall.co.uk.

Your booking is confirmed once you have paid the hire fee or the deposit.

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| **Hirer Information** |
| Name Click or tap here to enter text. |
| Organisation Name Click or tap here to enter text. |
| Your Address Click or tap here to enter text. Post code Click or tap here to enter text. |
| Telephone Number Click or tap here to enter text. | Mobile Click or tap here to enter text. |
| Email address Click or tap here to enter text. |
| Is your organisation a community group [ ]  or registered charity? [ ]  |
| Data Protection: You are giving your consent for Bourne End Village Hall to store and process your data for the purpose of this hire only. Bourne End Village Hall will not share any information with third parties. |
| **Event Details** |
| Date Click or tap to enter a date.  | Number of guests Click or tap here to enter text. |
| Event Name/DescriptionClick or tap here to enter text. |
| Number of guests under 21 Click or tap here to enter text. |
| Start time: Click or tap here to enter text. | Finish time: Click or tap here to enter text. |
| NB The times from which you need access to the hall and vacate the hall. All set up/clear up must be withing these times |
| Facilities – tick which you plan to use |
| Kitchen[ ]  | Banquetting Tables/Chairs [ ]  |
| Projector/Audio [ ]  | Outdoor Space [ ]  |
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| Agreement. I have read and accept the [conditions of hire](https://bourneendvillagehall.co.uk/wp-content/uploads/2019/11/Terms-of-Hire.pdf) [ ]  |
|  |
| Signed Click or tap here to enter text. | Date Click or tap to enter a date. |