

# Redbourn Village Hall Management Committee

## "4-hour Weekend Party" Hire from July 2021



Please complete all sections either:

In **BLOCK LETTERS** and return to the Redbourn Village Hall Office

OR complete electronically and email to [office@redbournvillagehall.org.uk](mailto:office@redbournvillagehall.org.uk)

	Details of the person making this booking	Details of the organizer who is to be responsible for and in charge of the function (if different)
Name		
Contact Address		
Post code		
Mobile phone		
Home phone		
Contact email		
Organization (if applicable)		
Invoice to be sent to (Yes/No)	Yes:                      No:	Yes:                      No:

<b>Day and date of hire (dd/mm/yy)</b>	Day:                      Date:
Time of hire (indicate am or pm): *Start to Finish (including set up and clear away)	Arrive*                      Leave*
Will recorded music be played?	Yes:                      No:
Will live music be played?	Yes:                      No:
Will alcohol be sold? Please give details of your licensing arrangements for alcohol (if applicable)	Yes:                      No: Details:
Are you planning to show any form of recorded motion pictures? Motion pictures/film must NOT be shown (DVD, streaming, TV, Youtube) without prior arrangement from RVHMC due to Licensing Laws	Yes:                      No:

***\*Please note that there will be a Caretaker to meet you at the start time stated on this booking form.  
Please advise RVH asap of any delay to your arrival: RVH Office Mobile: 07712 658587***

<b>Give a brief description of your event/function including the proposed activities and details of drinks and/or food to be served</b>	
<b>Including an inflatable device / bouncy castle</b> If yes you will need to complete an additional form	Yes:                      No: Inflatable equipment form attached: Yes, or N/A
<b>Including contact sport/ martial arts</b>	Yes:                      No:

Indicate if required	Yes/No	Indicate if required	Yes/No
<b>Main Hall</b>		<b>Centenary Room</b>	
Appro: number of chairs: Adult Small child's		Appro: number of chairs: Adult Small child's	
Approximate number of tables: Large trestle 182cm/6ft x 70cm/27' Medium 122cm/4ft x 66cm/26' Low child's 91cm/3ft x 61cm/2ft		Approximate number of tables: Large trestle 182cm/6ft x 70cm/27' Medium 122cm/4ft x 66cm/26' Low child's 91cm/3ft x 61cm/2ft	
Including PA/Sound/hearing loop/lights		Including PA/Sound/hearing loop/lights	
Including Stage			
including <b>Bar Kitchen</b> with sink & Fridge		<b>Main Kitchen</b> with sink, fridge, freezer & cooker	
Hot water urn and cup/saucer/side plate/mug. Please indicate the numbers needed	Numbers	Hot water urn and cup/saucer/side plate/mug. Please indicate the numbers needed	Numbers
Other in Main Hall (describe)		Other in Centenary Room (describe)	

Indicate if required	Yes/No	Indicate if required	Yes/No
<b>Guide Room - upstairs</b>		<b>Outside Patio area</b>	
Including Small Kitchen with sink		<b>Projector and screen</b> -extra charge tbc	
Hot water urn and cup/saucer/side plate/mug. Please indicate the numbers needed	Numbers		

Total participants attending	Approximate number of
Including children (0yrs up to 13 <sup>th</sup> birthday)	
Including Teens (13yrs up to 18 <sup>th</sup> birthday)	
Including adults (18yrs +)	

Conditions of Hire	Signature in box below				
I confirm that I have read and accepted the "RVH Terms & Conditions of Hire" (separate document) I am over 18 years of age	<table border="1"> <tr> <td>Yes (mark X)</td> <td></td> <td>or No (mark X)</td> <td></td> </tr> </table>	Yes (mark X)		or No (mark X)	
Yes (mark X)			or No (mark X)		
I consent to my details (as supplied on this form) being stored by RVHMC under (GDPR) (Regulation (EU) 2016/679)					
<b>Today's Date (dd/mm/yy)</b>	Date:				

Payment	Payment method: Cheque/Bacs on-line
I include or I have paid the room hire charge	Amount:          Date:          Method:
I include or have paid my £50 security deposit (returnable subject to the Terms and Conditions being met)	Amount:          Date:          Method:
Cheques made payable to: <b>Redbourn Village Hall</b>	Bacs payment details: <u>Important</u> - Please use booking name & event date as your payment reference.

Redbourn Village Hall  
 63 High Street, Redbourn, Herts, AL3 7LW  
 Office phone: 01582 792822          RVH Mobile: 07712 658587  
 Email: [office@redbournvillagehall.org.uk](mailto:office@redbournvillagehall.org.uk)  
[www.redbournvillagehall.org.uk](http://www.redbournvillagehall.org.uk)