

Redbourn Village Hall Management Committee

RVH Large event hire from April 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

	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:

Day and date of hire (dd/mm/yy)	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:		
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 Licencing laws	Yes:	No:		
Please give details of your licensing arrangements for alcohol (if applicable)				

****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 change to your arrival time: RVH Office Mobile: 07712 658587***

Give a brief description of your event/function: including the proposed activities and details of the proposed food and/or drink to be served.			
Including an inflatable device / bouncy castle Requires a separate form to be completed	Yes:	No:	
Including contact sport/ martial arts	Yes:	No:	

Indicate if required	Yes/No	Indicate if required	Yes/No
Main Hall		Centenary Room	
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 Bar Kitchen with sink & Fridge		Main Kitchen 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

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

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

Conditions of Hire	Signature in box below				
I confirm that I have read and accepted the "RVH Terms & Conditions of Hire" (separate documents) I am over 18 years of age					
I consent to my details (supplied on this form) being stored by RVHMC under (GDPR) (Regulation (EU) 2016/679)	<table border="1"> <tr> <td>Yes (mark X)</td> <td><input type="checkbox"/></td> <td>No (mark X)</td> <td><input type="checkbox"/></td> </tr> </table>	Yes (mark X)	<input type="checkbox"/>	No (mark X)	<input type="checkbox"/>
Yes (mark X)	<input type="checkbox"/>	No (mark X)	<input type="checkbox"/>		
Today's Date (dd/mm/yy)	Date:				
I have attached my Covid-19 risk assessment	Yes:				

Payment	Payment method: Cheque/Bacs on-line payment
I include, or I have paid the "Save the date/booking" deposit of £70	Amount: Date: Method:
I include, or I have paid all the room hire charge	Amount: Date: Method:
I include or have paid my £250 security deposit (refundable subject to the T&C's being met)	Amount: Date: Method:
Cheques made payable to: Redbourn Village Hall	Bacs payment details: <u>Important</u> - Please use booking name & event date as your payment reference.

Redbourn Village Hall
63 High Street, Redbourn, Herts, AL37LW.

Phone: 01582 792822 RVH Mobile: 07712 658587

Email: office@redbournvillagehall.org.uk

www.redbournvillagehall.org.uk