

Woodcote Village Hall

Woodcote Village Hall Management Committee

BOOKING REQUEST FORM

Please complete and return this form to:
WVH Bookings, Parish Office, Village Hall, Reading Road, Woodcote RG8 0QY.
E-mail: pc@woodcote-online.co.uk Tel: 01491 681861.
 A Hiring Agreement will be sent to the Hirer, together with Conditions of Hire.
 All invoices and deposits are to be paid in accordance with said Hiring Agreement.

Name of Hirer:

Name of Organisation (if applicable):

Address:

Post Code: **Tel No:** **Email:**

PURPOSE OF HIRING **Date(s) required**

Please quote which room is required from the following: Main Hall (max 100) Pavilion/Small Hall (max 50) Function Room (max 40) Committee Room (max 25) Changing Rooms (Ch Rm), Showers (Sh) Main Hall and Pavilion have access to main kitchen. Function Room has its own Bar and kitchenette – please indicate if the Bar and kitchenette are also required.	Booking sessions for each hall are: 9 am – 1pm 2 pm – 6 pm 6pm – midnight (1 am Fridays & Saturdays) TIME (S) REQUIRED
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The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed 150

Please indicate as appropriate			
Will the kitchen be used for beverages and refreshments?	Yes/No	Will the screen be required? Will exhibition stand be required? (£5 charge for each)	Yes/No Yes/No
Will the kitchen be used for a full meal	Yes/No	Will table-top display boards be required? (£2 each)	Yes/No
Will the dish washer be used? (£1 surcharge)	Yes/No		
Will admission be open to the public?	Yes/No	Will alcohol be served ?	Yes/No *
Will music be involved?	Yes/No	Will alcohol be sold ?	Yes/No *
Will the stage be required?	Yes/No		

PLEASE NOTE

Booking the Village Hall does not entitle hirers to use of the Village Green for organised activities. Hirers of the hall who wish to use the Green should contact the Chairman, sampeates@gmail.com, 07710 858366.

* In accordance with Premises Licence no 3945 and the 2003 Licensing Act, a Designated Premises Supervisor (DPS) has been appointed for Woodcote Village Hall:

Mr John McCarthy, Black Lion Pub, Greenmore, Woodcote, RG8 ORB, Tel: 01491 680625.

No alcohol may be supplied or sold on the premises without the prior written authority of the DPS.

You are required to complete Page 2 of this Booking Request in consultation with Mr McCarthy if you plan to supply or sell alcohol.

/cont'd

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BOOKING REQUEST FORM PAGE 2
to be completed if alcohol is being supplied or sold

Before completing this part of the form we would recommend, if you have not already done so, that you telephone the Booking Clerk to check availability of the hall.

PLEASE COMPLETE PART A OR PART B

Part A: To be completed if alcohol is being supplied by the Black Lion.

Supply/sale of alcohol on..... (date) will be undertaken by Mr John McCarthy, Black Lion.

Signed..... (Hirer) Name in Capitals.....

Signed..... (DPS) Date
(John McCarthy)

Part B: To be completed and signed by John McCarthy
if alcohol is being supplied or sold by parties other than the Black Lion.

Supply/ Sale* of alcohol on (date) is being undertaken by the Hirer:
..... (name) with the full authority of the Designated Premises Supervisor.

The Hirer confirms that he/she has fully disclosed the details of the event/hire to the DPS and has received full instruction as to the supply/sale of alcohol for the event from the DPS. The Hirer confirms that anyone assisting him/her in the supply/sale of alcohol will receive the same instruction. The DPS reserves the right to deny access to individuals.

*delete as applicable

Signed..... (Hirer) Name in Capitals.....

Signed..... (DPS) Date
(John McCarthy)