

Aylburton Memorial Hall

High Street, Aylburton, Lydney GL15 6DL

Website: www.aylburtonvillagehall.org.uk Email: aylburtonvillagehall@gmail.com

Please telephone the Secretary on 01594 841294 to discuss your proposed event booking before completing this form.

Booking Form

Contact Name: _____

Name of organisation (if applicable): _____

Contact Address: _____

Postcode: _____

Contact Telephone: _____

Email: _____

(Email contact will be used wherever possible)

Purpose of hire: _____

Date(s) required: _____

Event **start** time: _____

Event **finish** time: _____

These times should include any period necessary for preparation and clearing up.

Will alcoholic drinks be consumed on the premises during the period of hire? Yes / No

Special arrangements are necessary if you sell alcohol at your event, even if it is an event only for relatives and close friends, or the price of the ticket includes the cost of an alcoholic drink.

A licence known as a Temporary Event Notice (TEN) will be required. A licence will be obtained for you by the Club at a cost of £25 per application.

I intend to arrange for a licensed bar at this event. Yes / No

Any other special requirements:

kitchen use _____ changing rooms _____ field parking _____

other _____

Hire charge: £ _____ Deposit (if applicable): _____

I have read and undertake to abide by the conditions applicable to the hire of the Hall;

I am over 21 years old;

I agree to be present throughout the period of hiring.

Signature: _____ Date: _____

Print Name: _____

Cheques should be made payable to 'Aylburton Village Club'.

Please return the completed form together with the full booking fee and deposit (if required) to:

Aylburton Village Club, c/o Mr J S Ridley, 91, High Street, Aylburton, Lydney, Glos. GL15 6DL