

ST MARY BOURNE VILLAGE CENTRE

(Registered Charity No. 301936)

BOOKING APPLICATION FORM

Name and **email address** of person making the Booking (for weddings include names of Bride & Groom):

Address: _____

_____ Post Code: _____ Telephone: _____

Organisation, club etc. (if applicable): _____

Name & Tel. No. of person responsible for returning key if different from above: _____

BOOKING REQUIREMENTS							
Date	Time required		Rooms required				Stage (no extra charge)
	From	To	Main	Kitchen*	Committee	Club	
What type of event will it be?							
Approximately how many will attend?							
Will alcohol be served or consumed without charge?							
Will alcoholic beverages be sold? (including wine etc included in entry tickets etc)			Authorisation is required and a licence fee will be charged. See enclosed licence form if applicable.				
Will there be a disco or live music?							
Will you require use of the crockery?			No extra charge				
Will you require the Sound System?			To book please tel 01264 738 158				

*If the kitchen is used for preparation of food and/or full bar facilities are provided an additional charge of £20 will be made. A further charge of £20 will also be made if an external appliance such as a cool trailer or bouncy castle is plugged into our electricity supply.

When making this booking I/we undertake to:

- collect the key from the Bookings Secretary immediately before the booking, and return it immediately after, unless agreed otherwise in advance of the booking
 - ensure that before departing all external doors and windows are securely fastened and/or locked, all lights and kitchen equipment are switched off, the intruder alarm is activated and that a responsible person is nominated to check the final security of the premises before returning the key
 - be responsible for any loss or damage to the premises or contents thereof throughout the period I am/we are responsible for the key
 - put all furniture and equipment away after use and leave the premises in an acceptable state for the next user
 - pay for any additional cleaning required should this be necessary
 - ensure that no disturbance is caused by the guests especially when leaving late at night
 - pay the hire charge in advance or on collection of the key, having enclosed herewith a deposit of £_____ without which the booking cannot be regarded as firm - see details under 'Hire Charges 2012'
- Please make cheques payable to **St Mary Bourne Village Centre**
- apply for authorisation to supply alcohol if appropriate - licence form available from Bookings Secretary
 - use the Village Centre in accordance with the 'Guidance to Hirers'

I confirm that I have received a copy of the GUIDANCE TO HIRERS

Signed.....Date.....

Please return to Miss Angela Cook, Diplands Cottage (near the War Memorial), St Mary Bourne, Andover, SP11 6AR - ☎ 01264 738 158 - email: smbvillagecentre@btinternet.com - AC/MW/16 January 2012