Belbroughton Church Hall – **Event Booking Form** (2025)

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| **Full name of Hirer** | **Date of Hire;** |
| **Address** | **Telephone Number**  **Email Address** |
| **HIRE TIME: FROM TO**  *The time booked should include set up and clean up time.* | |
| Is there a charge for entry? YES/NO  Will alcohol be served? YES/NO  Will alcohol be sold? YES/NO  If YES a TEN is required. Permission must be sought from the booking secretary prior to applying.  Temporary Event Notices (TENs) give permission from the Local Authority to sell and consume alcohol IN THE BUILDING TILL 11pm ONLY. If granted, the Notice must be displayed at the Hall for the duration of the event. A TEN application is the responsibility of the person signing the booking form.  Consumption of alcohol by persons under 18 is not permitted. No Alcohol can be sold after11pm or consumed on the Car Park; If possible please take your rubbish home.  For Full T&C’s please visit the website - belbroughtonchurchhall.co.uk | |
| **Estimated numbers attending**  *Maximum seated 80 Maximum standing 150* |  |
| **What is the Event for which the Hall is being hired**  *No unlawful, immoral, pagan, satanic themes are allowed* |  |
| **Hire Fee** *If less than £70 full payment required at the time of booking.* | £ |
| **Booking Deposit** *25% of the hire fee on amounts greater than £70*  *To be submitted with booking form within 10 days of making a provisional booking.* | £ |
| **Security Deposit for Evening events only;**  *ALL Music must be OFF AND BAR CLOSED by 11PM and your guests left the car park by 11.45pm* | £100 |
| **Balance to pay**  Regular hirers are invoiced in arrears every 3 months. | £ |
| **Total Due (*Outstanding balance plus security deposit.)***  *All monies paid are none refundable. Regular users free cancelation up to 48hours before events ; after 48 hours bookings must be paid in full.* | £ |
| **Payment method**  Cheque to: Belbroughton Church Hall Management Committee | By bank transfer to: Sort Code: 404317  A/c Number: 01128612 |
| **DECLARATION:** I have read and understood the Instruction sheet and Terms and Conditions of Hire (2025)  **Signed by the Hirer: Date:**  Return via email to belbroughtonchurchhall@gmail.com or post to Bookings Secretary, The Church Hall, Church Rd, Belbroughton DY9 9TG. Reservations without payment will be held for 10 days ONLY | |