

# Private Event Booking Form

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Registered charity no. 523536  
Church Lane, Carlton, Goole DN14 9PB

**NAME OF HIRER:** I am over 18 years old

**ADDRESS:**

**EMAIL:** **TEL NUMBER:**

**PURPOSE OF FUNCTION:**

**DATE REQUIRED:**

**TIME: FROM TO TOTAL HOURS**

NB. A period of 30 minutes free of charge is allowed AFTER the function for pack down/cleaning. This is not included in the times stated above. Extra time must be booked and paid for at standard rate.

**IMPORTANT - PLEASE ENSURE YOU HAVE BOOKED ADEQUATE TIME IN THE HALL FOR EVENT SET UP/PACKDOWN AS OTHER BOOKINGS MAY BE TAKEN AROUND YOUR EVENT FOR THE SAME DAY.**

Approximate number of guests: Adults Children

NB. Fire regulations state that no more than 135 people in total may be in the hall at any one time.

## Bar

Do you require bar facilities? YES NO

If yes, please state times: FROM TO

NB. 6 weeks' notice is required to guarantee provision of the bar. No bar available for 18th birthday parties.

Last orders will be at 11.45pm.

If the bar is required, then provision of your own additional drinks can be negotiated in certain circumstances, e.g. Welcome Drink/Champagne Reception. Provision of further alcohol will attract a corkage charge by negotiation. Any alcohol you do provide yourself must be served from behind the bar due to licensing constraints.

## Contacts

Please give details of four **responsible adults** who will be present.

NAME ADDRESS

NAME ADDRESS

NAME ADDRESS

NAME ADDRESS

## Costs

**BAR FEE:** £50 for 4 hour shift. Additional time at £12.50 per hour.

**CLEANING SERVICE:** £24.00

(Optional) NB. This cleaning service provides one person for up to 2 hours. The hall must already be tidy with chairs and tables stacked, crockery and cutlery returned to the kitchen, etc.

**MAIN HALL:** £21.00 per hour

**COMMITTEE ROOM:** £10.00 per hour

The hirer, who must be over the age of 18, is responsible for any damage and for leaving the Village Hall in a clean and tidy condition. Breakages and damages should be notified by email to [enquiries@carltonvillagehall.com](mailto:enquiries@carltonvillagehall.com) and will be charged for. Carlton Village Hall reserves the right to cancel or change a booking at any time.

Health and Safety - The Hirer must conduct their own health and safety assessment in accordance with the Management of Health and Safety Regulations 1999. All conditions attaching to the granting of Public Entertainment and Theatre Licences must be strictly observed. Nothing shall be done that will endanger the safety of people in the hall or render invalid the policies of insurance relating to the hall or contents and in particular: (a) Obstructions must not be placed in exits. (b) Fire appliances must be kept in their proper places and used for no other purpose. (c) Please do not stick anything on the walls or the floor and use the wall boards provided.

## Payment

£

Main Hall hire @ £21.00 per hour x      hours

Committee Room hire @ £10.00 per hour x      hours

Bar fee (if required) @ £50.00 (up to 4 hour shift)

Optional additional bar hours @ £12.50 per hour. Last orders 11.45pm x      hours

Optional cleaning service @ £24.00

TOTAL

£

Payment can be made by bank transfer to Carlton Village Hall, sort code 05-07-62, account number 25132763.

Please use your surname and date of event as the reference.

Please email your completed form and proof of payment to [enquiries@carltonvillagehall.com](mailto:enquiries@carltonvillagehall.com)

**YOUR BOOKING IS NOT CONFIRMED UNTIL PAYMENT IN FULL HAS BEEN RECEIVED.**

Signed  
or type name

Dated