

# NEWPORT VILLAGE HALL

(Registered Charity No. 1012618)

## BOOKING REQUEST & CONFIRMATION FORM OCTOBER 2010

Please complete and return this form to the Booking Secretary at the address below together with your hiring fee and deposit.

\* Required information

\* Name of Hirer: \_\_\_\_\_

\* Organisation / Association: \_\_\_\_\_

\* Contact Details. \* Address: \_\_\_\_\_

\* Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

\* Date(s) of Event: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

\* Type of Event / Numbers attending \_\_\_\_\_

\* Facilities to be used:

Main Hall + Green Meeting Room

Main Hall without Green Meeting Room

Green Meeting Room only

(The use of the car park and kitchen facilities is included.)

Booking Fee £

Security Deposit £

All bookings are accepted subject to our Terms & Conditions of Hire, a copy of which is attached. By signing and returning this form you will be deemed to have read, understood and agreed to the conditions. Should you not have received a copy of the Conditions of Letting herewith, please contact the Booking Secretary immediately.

Your cheques for the security deposit and booking fee (payable to Newport Village Hall) should be sent with this form to Mrs Jessica Bowen at the address below, as soon as possible and not later than 14 days prior to the event date. The booking will become "subject to receipt of the fees" and the Hall will still be available for hire by others. A cancellation fee may be charged at the discretion of the Management Committee.

\* DO YOU INTEND TO SUPPLY ALCOHOL AT THE EVENT?

YES

NO

If YES, it is important that you complete the section over leaf

### COMMITMENT OF HIRER

I hereby request that the above booking be made in my name and I hereby confirm that I have read, understood and accept the Terms & Conditions of Hire

Signature of Hirer \_\_\_\_\_

Date \_\_\_\_\_

Jessica Bowen  
NEWPORT VILLAGE HALL BOOKING SECRETARY  
49 Cherry Garden Lane, Newport, Essex, CB11 3QB  
Tel: 01799 540198

Email: [jessicalbrooks@hotmail.com](mailto:jessicalbrooks@hotmail.com)

Signature of Booking Secretary \_\_\_\_\_

Date \_\_\_\_\_

# Application for the Sale or Supply of Alcohol at Newport Village Hall

## Option 1

Do you intend to use Costcutters Newport Village Stores to run the bar?

*If yes, no further action is required as we have Costcutters details on file*

## Option 2

Do you intend to use another outside caterer or bar service provider?

*If so, please supply the following details*

Name of Provider .....

Address of Provider .....

.....

Post Code.....Email/Website (if known) .....

*We will be writing to the service provider to ask for copies of their licence*

## Option 3

If you intend to run a bar your self, please give details of the person who will **actually** be responsible for the bar.

Name .....

Address .....

.....

Post Code..... Tel. No/ Email Address.....

*If you are not known to the Hall Committee, we will ask for a reference as required by Uttlesford District Council Licensing Department. A reference can be supplied by a **local** person with a standing in the community, e.g. clergy, councillor, teacher or shop or business owner. Please note that we will offer the reference to the Licensing Committee if requested as proof of due diligence on our part.*

## Option 4

If you are proposing to organise an event involves the public bringing their own alcohol to the Hall, please sign and date the form that you have read, understood and accept the Terms and Conditions of hire, particularly with respect to the four guiding principles of the Licensing Act 2003.

*I agree to the Terms and Conditions*

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

**Failure to notify the Hall Committee of any plans to supply alcohol during a hire period will be deemed a breach of the conditions of hire and may result in the booking being cancelled at any stage.**

*Please see new additional conditions listed at the back of the Booking Form's Terms and Conditions*