**BURNISTON & CLOUGHTON VILLAGE HALL & PLAYING FIELDS**

**Booking Form 2023 (Version 3)**

MAXIMUM NUMBER OF PERSON IN THE HALL AT ANY ONE TIME 200

|  |  |
| --- | --- |
| Name of Organisation |  |
| Name of Applicant/Promoter |  |
| Address: |  |
| Telephone No: |  |
| Email:  |  |
| Purpose of Hire:  |  |
| Date of Hire:  |  |
| Time of Hire:  | From: To:  |

|  |
| --- |
| Refundable deposit for every booking  |
| Weddings and Large Parties over 50 | £100 |  |
| Others | £30 |  |
| Hire Charges  |  |  |
| Whole Hall  | £12 |  |
| Supper Room  | £10 | (Includes use of kitchen and toilet facilities) |
| Commercial Rate  | £15 to £25 |  |
| Non-Commercial 24 hours whole hall | £150 |  |
| Optional Extras |  |  |
| Music Royalties (Performing Rights Society) | £15 per performance/event | If you are playing music at your event this is required.  |
| Alcohol Licence  | £20 per event | If you have alcohol at your event whether you are selling it or bringing your own to consume on the premises, this is required.  |
| \*Use of stage lighting  | £50 per event  |  |
| \*Use of sound system  | £30 per event  |  |
| \*Should you need additional technical assistance for the operation of sound and light equipment – our technician will contact you to discuss this requirement. | Hourly rate  |  |

**LICENSED HOURS**

The Hall is licensed for the following licensable activities on the days and between the hours as listed below:

PROVISION OR RETAIL SALE OF ALCOHOL

* Monday to Thursday 12 noon to 12 midnight
* Friday & Saturday 12 noon to 1am
* Sunday 12 noon to 11pm
* Bank Holidays 10 am to 1 am
* Sports Day & Panto Matinee 2pm to 6pm

PROVISION OF REGULATED ENTERTAINMENT – plays, films etc

* Monday to Thursday 12 noon to 12 midnight
* Friday & Saturday 12 noon to 1 am
* Sunday 12 noon to 11pm
* Bank Holidays 10 am to 1 am

INDOOR SPORTING EVENTS

* Monday to Thursday 12 noon to 12 midnight
* Friday & Saturday 12 noon to 1 am
* Sunday 12 noon to 11pm
* Bank Holidays 10 am to 1 am

LIVE MUSIC, RECORDED MUSIC, PERFORMANCE OF DANCE

* Monday to Thursday 12 noon to 12 midnight
* Friday & Saturday 12 noon to 1 am
* Sunday 12 noon to 11 am
* Bank Holidays 10 am to 1am

PROVISION OF LATE-NIGHT REFRESHMENT

* Friday & Saturday 11pm to 1am
* Bank Holidays 11pm to 1am

**THE ABOVE LIMITING HOURS WILL BE STRICTLY ADHERED TO**

The Hirer may enter the premises 15 minutes before the time booked and must leave within 15 minutes after the event. If longer time is required for the preparation and restoration of the premises to its original state, it must be reflected in the ‘inclusive time required’ when booking.

NO person under the age of 21 years may sign this Application Form. Proof of age may be requested.

**Signature of Applicant: Date:**

**Note**

* Conditions of Hire are attached. Application Forms for provision of and/or retail of alcohol are available online/by request.
* A refundable deposit will be required for all bookings and will be refunded minus any deductions as described within 7 days of the event.
* You will be able to pay for your booking and deposit online or by cheque. Please make cheques payable to ‘Burniston & Cloughton Village Hall’
* Please complete the application form preferably online or return to the post box, inside Burniston and Cloughton Village Hall.
* Please phone 01723 643003 or email hire@bcvillagehall.org.uk 2 or 3 days prior to your event to arrange collection of keys

We will confirm the fees and the alcohol/music licences within 48 hours of your enquiry online, alternatively the fees and licences details will be emailed to you. Payment with deposit confirms and holds the booking:

\* Please indicate if you require technical assistance and we will get in touch to discuss your requirements.

**Admin:**

Refundable Deposit £

Hire Fee £

Alcohol Licence Fee £

Music Royalties Fee £

Optional

* Cleaning £
* Hire of stage lighting £
* Hire of sound equipment £

Total £

Notes