

Batcombe Village Hall Trust

Registered Charity No. 246300 BA4 6AZ

APPLICATION FORM FOR BOOKING: THE JUBILEE HALL / OLD SCHOOL

1.	Name of Applicant:	
	Address:	
	Telephone Number:	
	E-mail:	

2.	Name of 'Responsible Person':	
	Address:	
	Telephone Number:	
	E-mail:	

Only required if the Applicant cannot be in attendance for the duration of the booked event

Event Details: Wedding/Party/Disco etc	
Numbers expected:	
Date of Event:	/ /
Start and Finish Time of Event:	Till (Midnight)
Preparation time needed – Details:	
Will music be provided? Details:	YES / No
A licensed bar will be provided. Times you need	From: Till:
Do you need the use of a microphone?	YES / No

Fees. (See enclosed Letting Charges List)		
	Total	£
Reservation deposit enclosed with this form	50%	£
	Balance	£
Refundable, damage deposit.		£200
Details for Return of Deposit:	Sort Code - -	Account No:

Deposit & Balance due one week before date of event
PLEASE READ carefully the **CONDITIONS** before signing

We accept the conditions set out overleaf. The reservation deposit paid by BACS / enclosed.

Signed: (1) (2)

Dated:

Please complete, sign & return to the temporary Booking Secretary when you have read the conditions: -

Ms Celia Crees, Honeycliff Farm, Alham, Batcombe, Shepton Mallet, BA4 6DQ.

Bank Account Details are: Sort Code 40-52-40, Account No. 00010351, Reference: Surname or Activity
or cheques made payable to Batcombe Village Hall Trust.

The Trust reserves the right to ensure compliance of all conditions. All facilities are offered in good faith, but no guarantee is given for circumstances beyond our control. Under these conditions the Trust accepts this reservation.

Signed Booking Secretary

Application Form Notes

Support work to maintain the Hall is done mostly by volunteers. Therefore, both to comply with Licensing requirements and to keep the facilities in good condition, we make the following requests: -

General Conditions.

- 1) **NO SMOKING in Venues.**
- 2) **PLEASE KEEP NOISE TO A MINIMUM WHEN LEAVING THE VENUES.**
- 3) **NO** fireworks at any time.
- 4) The Responsible Person for the event must be in attendance at all times.
- 5) We have a Public Entertainment Licence which covers all letting periods up to 12midnight. Details of this licence can be seen on the hall notice board and must be complied with fully.
- 6) Venues should be left as they are found. Cleaning materials are provided. £50 will be deducted if the venue is not left clean (e.g. floors).
- 7) Please recycle your waste.
- 8) All users have the responsibility to produce a Phonographic Performers Licence for music
- 9) Hirers are requested to use our competitively priced bar for events where possible, as this helps hall funds.
- 10) The Jubilee Hall is fitted with a sound limitation device.

The deposit required for all private events (see Hire charge list) will be refunded after inspection by the Booking Secretary if there is no damage and these conditions have been complied with.

Routine Precautions on leaving the Hall

Electricity	Switch off all lights, central heating and water heater
Doors & Windows	Close and latch all windows. Check that all doors are secure.

One of our Trustees will lock the main doors when you leave. (Please arrange time).

Contact People: -

Booking Secretary – Ms Celia Crees, Honeycliff Farm, Batcombe BA4 6DQ	Tel. 01749 850591
Vice Chairman - Mrs Audrey Sage, Portway Farm, Batcombe, BA4 6BR	Tel. 01749 850384
Secretary – Ms Jane Batchelor, Longleat Cottage, Batcombe BA4 6BY	Tel 01749 850439
Treasurer - Mrs Jacquie Clothier, Manor Barn, Westcombe, BA4 6ER	Tel. 01749 831092
Chairman – Mrs Sheena Pool, 12 Kale Street, Batcombe, BA4 6HF	Tel. 01749 850040
DPS – Mrs Karen Slocombe, Rattle Batch, Kale Street, Batcombe, BA4 6HF	Tel. 01749 850021