

Registered Charity No. 304978

# BISLEY VILLAGE HALL

School Close, Bisley, Surrey GU24 9EG

Chair: Mr. G. Davey, Secretary: Mr. R. Colvin, Treasurer: Mrs. C. Banton, Booking Officer: Mrs. S. Ince

## **CONFIRMATION OF BOOKING FORM** **Ad-Hoc Bookings**

Type of Function: \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature of hirer: \_\_\_\_\_

Date: \_\_\_\_\_

**Date of Function:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

(Times to include set up and clearing away)

Main Hall/ Jubilee Hall	Kitchen	Crockery	Are you hiring a Bouncy Castle?	Will Alcohol be on sale?
	Y if required	Y if required	Bouncy Castles are only allowed inside the Main Hall	If yes, a licence will be required from Surrey Heath Borough Council
			Yes/No	Yes/No

Will you require the car park barrier to be opened and closed?	Time barrier to be open	Time barrier to be closed:
Yes/No		

Please note that a separate deposit is required. See Hire Fees and "Terms and Conditions" for more information. Please return this Booking Form asap. On receipt of completed Booking Form, an invoice will be issued. Please pay the Hire Fee and Deposit within 1 week of receipt of invoice to secure your booking.

Online Bank Transfers should be made to: Sort Code: 30-99-80 Account No: 01439654.

Please use your surname as a reference.

Alternatively, issue two cheques payable to "Bisley Village Hall Committee" and return them with this Booking Form to the Booking Officer.

**Terms & Conditions of Hire can be viewed and printed from the Bisley Village Hall Website: [www.bisleyvillagehall.org](http://www.bisleyvillagehall.org)**

Please put a cross to confirm you have read and agree to the Hall Terms & Conditions of Hire

Please put a cross to confirm you have read and agree to the Special Covid Conditions of Hire

**Return this form to the Booking Officer by E-Mail to [bookingsofficer.adhoc@bisleyvillagehall.org](mailto:bookingsofficer.adhoc@bisleyvillagehall.org) or by post to: Sophie Ince, South Green Cottage, Rectory Lane, Bentley, HAMPSHIRE GU10 5JS**

**For Booking Officer use only**

Fee paid £ \_\_\_\_\_ Date \_\_\_\_\_ Deposit paid £ \_\_\_\_\_ Date \_\_\_\_\_