**ABBOTS LEIGH PARISH COUNCIL - VILLAGE HALL BOOKING FORM**

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| **Address of Village Hall:**  **Mr J Prodger (Caretaker)**  **6 Church Road**  **Abbots Leigh**  **North Somerset BS8 3QP**  **Tel: 01275 374597** |  |

**Application details – Hirer Responsible Person (if bar provided)**

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| --- | --- |
| **Name:**  **Address:**  **Mobile Phone:** | **Name:**  **Address:**  **Mobile Phone:** |

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| **Contact details  (telephone and email)** |  | |
| **Description of function  (please note special rates applicable for weddings and functions)** |  | |
| **Requirement  (select as necessary)** | **Exclusive Use (All facilities) □ Hall plus kitchen facilities □  Assembly Room only □ Committee Room □** | |
| **Approx. number of people attending** |  | |
| **Date(s) required** |  | |
| **Times required** |  | |
| **Number of hours  (minimum 2 hours)** |  | |
| **Hiring rate (as below)** |  | |
| **Hiring charge** |  | |
| **Refundable DEPOSIT for party functions (see booking conditions)** |  | |
| |  |  |  |  | | --- | --- | --- | --- | | **Scale of Hiring Charges  (all rates per hour)** | **Mon- Fri 9.00 am-11.30pm** | **Sat  9.00 am-11.30pm** | **Sun  9.00am-6.00pm** | | **Village Hall exclusive use (all facilities)** | **£13.00** | **£16.50** | **£16.50** | | **Village Hall (with Kitchen facilities)** | **£11.00** | **£13.00** | **£13.00** | | **Village Hall (Assembly Room only)** | **£10.00** | **£11.00** | **£11.00** | | **Committee Room (John Butler room)** | **£7.00** | **£8.00** | **£8.00** | | **NOTE. For Weddings, parties and functions, minimum charges may apply.** | | | | | | |
| **I confirm that I have read and accept the Village Hall Booking conditions (attached)** | | **Signed ....................................................**  **Date .......................................................** |

The completed application should be sent within 10 days together with payment **in full** to the Caretaker at the Village Hall address **(cheques to be made out to ABBOTS LEIGH PARISH COUNCIL).**