



# Henllys Village Hall Booking Form – OCCASIONAL HIRE

[www.henllysvillagehall.wales](http://www.henllysvillagehall.wales)

Reference number

<b>Title of Organisation:</b>			
<b>Name and Address of Hirer:</b> Must be 21 years of age or over (25 years of age or over when the bar is requested)			
<b>Contact Numbers:</b>	<b>Mobile:</b>	<b>Work:</b>	
	<b>Email:</b>		
<b>Type of Event:</b>			
<b>Date of Event:</b>			
<b>Name and contact details of DJ</b> Please make sure your DJ is aware of the noise restrictions in our Conditions of Hire			
<b>Times Required:</b>	<b>From:</b>	<b>To:</b>	
<b>Facilities Required:</b>	<b>Main Hall</b>	<b>Yes:</b>	<b>No:</b>
	<b>Meeting Room</b>	<b>Yes:</b>	
	<b>No:</b>		
	<b>Bar Required</b>	<b>Yes:</b>	<b>No:</b>
<b>Hire Fees:</b>		<b>Number of Hours/days requested</b>	<b>Charge</b>
<b>Per Hour (or part thereof)</b>			
<b>Main Room</b> £25	<b>Main Room Hire</b>		
<b>Private Functions</b> (between the hours of 7pm & 12.30pm)(Birthdays, Weddings, Baby Showers) <b>A single charge of</b> £130			
<b>Bar Hire</b> £25	<b>Bar Hire</b>		
<b>Meeting Room</b> £15	<b>Meeting Room Hire</b>		
	<b>Total Hire</b>		

**PLEASE NOTE THAT FULL PAYMENT IS REQUIRED WITH THIS BOOKING FORM.**

**Key Deposit-** at the hall supervisors request a cash deposit of £25 maybe required upon collection of the key, refunded when the key is returned.

**Maximum number of people: Main Hall 90 (100 Theatre Style) Meeting Room 25**

<b>Licensed Bar:</b> <b>Number of persons expected to attend function (minimum number 30);state number of children 16 years and under. Times (Opening/closing times of bar facilities required)</b>	<table border="1"> <thead> <tr> <th colspan="2">Number of Persons</th> </tr> <tr> <th>Daytime</th> <th>Evening</th> </tr> </thead> <tbody> <tr> <td>From:</td> <td>From:</td> </tr> <tr> <td>To:</td> <td>To:</td> </tr> </tbody> </table>	Number of Persons		Daytime	Evening	From:	From:	To:	To:
Number of Persons									
Daytime	Evening								
From:	From:								
To:	To:								
<b>Extended Licenses:</b>	<b>Bar facilities are provided until 12pm; premises must be vacated 30 minutes later</b> If applications for extended licenses are requested, they will NOT automatically granted as the Licensing Authority has special criteria for special events and yours may NOT comply.								
<b>Stewards:</b>	For licensed events 6 names and addresses of responsible persons prepared to act as Stewards must be provided at the time of booking on the attached form.								
<b>Age Restrictions</b>	<b>Bookings for 15<sup>th</sup> – 21<sup>st</sup> birthday parties will not be accepted nor for private functions predominantly involving groups of persons 15-21 years of age except when arranged by recognised organisations and clubs. Any breach of these rules will result in action being taken and the bar will be closed.</b>								
<b>Completed Form and Hire Fee:</b>  <b>PLEASE NOTE THAT FULL PAYMENT IS REQUIRED WITH THE BOOKING FORM</b>	Please return the completed booking form <b>together with the payment in full, to</b>  The Hall Supervisor Henllys Village Hall Henllys Village Road Henllys, Cwmbran NP44 6JZ								
<b>General:</b>	For any further enquiries regarding bookings please contact the Hall Supervisor:  <p style="text-align: center;"><b>07976315166</b></p>								
<p><b>I have read and understood the Conditions of Hire and confirm that the person/organisation who is applying accepts them.</b></p> <p><b>NAME (Please print).....</b></p> <p><b>SIGNED.....DATE.....</b></p> <p><small>General Data Protection Regulations (GDPR) Your contact details will be securely stored for a limited time and used for the management of bookings. Further information may be found on our privacy notice on our website.</small></p>									