BARNS GREEN VILLAGE HALL

MUNTHAM DRIVE
BARNS GREEN
RH13 0PT

Booking Form

CONTACT DETAILS	
NAME:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
PERSON RESPONSIBLE DURING HIRE PERIOD (IF DIFFERENT FROM ABOVE)	
ADDRESS:	
TELEPHONE:	
EMAIL:	
BOOKING DETAILS	
DATE:	
TIMES (MUST INCLUDE SET-UP/CLEAR-UP TIME):	
EXPECTED NUMBER OF PEOPLE AT EVENT:	
PURPOSE OF BOOKING:	

CHECK BOX OF ROOM(S) REQUIRED AND OTHER INFORMATION

MAIN HALL ☐ JUBILEE HALL ☐ DAVID FRANCIS ROOM ☐

USE OF BOUNCY CASTLE (£20 CHARGE) ☐

LIGHTING SYSTEM (£25 CHARGE) ☐

SOUND SYSTEM (£30 CHARGE) ☐

ALCOHOL: NO ☐ SERVE ☐ SELL ☐

I have checked the details supplied above and I have read understood and agree to abide by:
the 'Conditions of Hire and the Cancellation Policy'.
& the 'Policy for the use of private hire bouncy castle or other inflatable items'.

Please return completed booking form and alcohol/TENs licence information (if necessary) by email to:
bookings@barnsgreenvillagehall.co.uk
or by post to
Mrs T. Gale, 46 Smugglers Way, Barns Green, Horsham. RH13 0JY.

Payment information will be provided by email

No bookings can be confirmed until the booking form has been received and payment where required has cleared.

Information regarding the serving and selling of alcohol

You will need a Temporary Event Notice (TENs) to allow you to sell alcohol at Barns Green Village Hall, as it is not licensed for the sale of alcohol. Furthermore, express permission of the Management Committee is required to allow the sale or serving of alcohol.

More information about TENs licenses may be obtained by consulting the Horsham District Council website www.horsham.gov.uk, and follow the menu options for '**Licencing'** and **'Temporary Event Notice'**. Application for TENs is the responsibility of the hirer and you must allow at least 10 working days for your application.

If application is made for a TENs the reference number of the application must be supplied to bookings@barnsgreenvillagehall.co.uk at least 2 working days prior to your event.

If alcohol is to be sold by a licensee, please add their details here:

Cancellation Policy

Please contact the Booking Secretary as soon as possible in the event of a cancellation.

Regular Bookings: If you need to cancel a booking, please give 7 days' notice.

Other bookings: Cancellation occurring more than 4 weeks before the date of booking will be refunded. Less than 4 weeks but more than 2 weeks will result in 25% of the original booking fee being retained. The whole booking fee will be retained if a booking is cancelled less than 2 weeks before the date of booking.

Data privacy statement

Barns Green Village Hall uses personal data for the purposes of managing hall bookings, finances, events and publicity. Please tick here ☐ if you are willing for us to share your contact details with other local groups and organisations benefitting the residents of the Barns Green. To see our data protection policy please go to our website.

Multiple Date Booking Form

Date	Times Required (start to finish)	Main Hall / Jubilee Hall/ DFR