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| Name of Contact: |
| Date of Function: |
| Address: |
|  | Postcode: |
| Resident within which Parish?  |
| Telephone number: |
| Email: |

Please state the type of function or select from list below: *circle appropriate pricing box below*

|  |  |  |
| --- | --- | --- |
| Type of function | Rate | Bond req. |
| Half day event ( up to 5 hours) – *includes hall and kitchen,**e.g –meeting/seminar/coffee morning/funeral /christening or any half day booking.* ***Please* Circle Morning or Afternoon session**  | £30/session | £25 |
| Full Day event (8am-5pm) –*includes hall and kitchen**e.g- fundraising event /day club/open day/funeral /christening – extra time required is subject to a small fee, please speak to our Booking Secretary for more information??* | £60 | £25 |
| Evening Party – *includes hall and kitchen,* *All facilities available from 6pm for setting up unless pre-arranged with Booking Secretary*  | £30 | £25 |
| Use of audio-visual equipment (By prior arrangement) | £20 | £25 |

*HIRER IS LIABLE AND ALL BREAKAGES WILL BE CHARGED FOR*

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| Other type of function:*Weddings – price by negotiation – please discuss with the Booking Secretary*  |

Start Time: *(include set up time)* Finish Time: *(include cleaning up after event)*

Do you require licence to sell alcohol? YES/NO (circle as appropriate.)

If you require a licence, you will need to allow 21 days to apply for a Temporary Event Notice (TENS) from Devon Council, this currently costs £21. A copy of the Licence **MUST** be sent to the Booking Secretary **PRIOR** to your event taking place.

**Running your own bar requires a licence but does not incur a fee from the RAVH committee**

*I have read the terms & conditions and agree to adhere to them and understand that the bond payment will not be reimbursed should any of the stipulations be breached.* ***I recognise that the premises must be in a re-hireable condition at the end of the agreed hire time.***

*Signed: Date:*

Once completed please send a signed copy of this form along with full payment and bond payment to:

Ross Griffin, Old Rectory Cottage, Rose Ash, EX36 4BU, seacroftgifts@hotmail.co.uk Phone 07588 677399

Cheques should be made payable to Rose Ash Village Hall or paid by BACs account (Account name: Rose Ash Village Hall, Sort Code: 55-50-29, Account Number: 61002836) with the **date of function** as Reference number