

# NAYLAND VILLAGE HALL BOOKING FORM

(Please read the Terms and Conditions for Hire and Hirer Information as shown on the Web site)  
4 February 2016

Name of Hirer: ..... Address .....

Representing: .....

Name of the Organisation: ..... Tel ..... E Mail .....

I wish to hire the following facilities (please tick as appropriate):

- |  |   |
|--|---|
| <input type="checkbox"/> Main hall, kitchen and bar area | <input type="checkbox"/> Playing field  |
| <input type="checkbox"/> Meeting room                    | <input type="checkbox"/> Changing rooms |

Date(s) ..... Time(s) .....

Purpose for which the facilities are required:

## Village Hall Charges

These are detailed elsewhere on the Web Site under "NAYLAND VILLAGE HALL CHARGES"

**Supply of alcohol** (please tick as appropriate):

- I intend to sell alcohol. **(Complete the attached Application).**
- I intend to supply alcohol at no additional charge to an event with an admission charge. **(Complete the attached Application)**
- I intend to provide alcohol free at an event with no admission charge.
- Alcohol will be brought by others attending on a 'bring your own' basis with no charge made.
- I do not intend to supply alcohol.

## Agreement

I agree to read and comply with the Terms and Conditions of Hire and Hire Information for Nayland with Wissington Village Hall.

I enclose a payment of .....

Signed .....Date .....

Cheques should be made out to Nayland Village Hall and sent to the Booking Secretary with the forms. Money will be returned should the bookings secretary be unable to confirm the booking. See Terms and Conditions of Hire for details of cancellation charges.

***We would be grateful if you would include any comments about or any faults with the Hall in the 'Comments Book' which is in the kitchen***

**Please return this form to: Jane Hastie, Bookings Secretary, c/o Nayland Village Hall, Church Lane, Nayland, Colchester, Essex CO6 4JH.  
Tel: 07748953175 E Mail: naylandvillagehall@yahoo.co.uk**

**NAYLAND VILLAGE HALL**

**APPLICATION FOR A NAYLAND VILLAGE HALL ALCOHOL LICENCE**  
***(This application will go separately to the Management Committee for agreement)***

Name of Hirer: ..... Address:.....

Representing : .....  
*(Name of the Organisation)*

Tel: ..... E Mail: .....

Date of the event: ..... Times: .....

Hall Facilities being used by the Hirer: .....

Name of the person responsible for the sale of Alcohol if different from hirer: .....

Explanation of what alcohol is being supplied and method of control:

**ARRANGEMENTS FOR OBTAINING ALCOHOL LICENCE**

\*Name and address of the licence number of the licence holder.....  
.....Licence No.....

*\*TEN has been applied for/has been obtained. (a copy of the completed and approved TEN application should be passed to the booking secretary 4 weeks before the event and a copy displayed in the hall)*

\* I request to serve alcohol under the Hall's Licence.

Signed.....

Date.....

**AGREEMENT TO GRANT PERMISSION FOR ALCOHOL TO BE PROVIDED UNDER THE HALL'S LICENCE.**

It is agreed that the Nayland Village Hall licence will cover this event.

\*A charge of £20 is to be made

Signed.....

\*Delete if applicable.