

**ST MICHAEL'S COMMUNITY HALL
BARNHAY BAMPTON DEVON EX16 9NG**

BOOKING FORM FOR HIRE OF THE PREMISES

Booking Clerk: Carla Dawes 01398 332158
Email: carladawes52@icloud.com

Name:	Organisation:
Contact Telephone Number:	Email:
Invoice Address:	Date(s) Required:
Hall required from: Hall to be vacated by: Total Hours required:	Type of Function: Total Hire Charge: £
<i>Regular Users - £6.00 per Hour</i>	<i>Occasional Users - £9.00 per hour</i>
Housekeeping (tick one)	
Kitchen Cooker/Microwave required for cooking/heating food?	YES NO
Would you like to meet me at the Hall in advance of your booking in order to discuss the use of the Hall's facilities, such as the kitchen, heating, lighting, tables, parking etc? Please indicate below	
YES NO	
Hire of Tables and Chairs Only:	
Tables - £1.00 each Chairs £0.50 each	Total Hire Tables & Chairs £
Method of Payment (tick one)	
(1) BACS Transfer (to be made 3 working days in advance of event) Bank: HSBC Account Name: St Michael's Community Hall Sort Code: 40-44-18	(2) Cheque (attached) (3) Cash (attached)
Please give advance notice of any changes to the booking, as late cancellation will incur a charge	
I AGREE to the Conditions of Hire as attached, on the "bampton.org.uk" website, and as displayed on the Notice Boards outside and inside the Hall	
SIGNED	DATED