

STAMFORDHAM PLAYING FIELD & VILLAGE HALL

Please complete this form and send to
Charlotte Hancock
Jubilee House, Hawkwell, Stamfordham,
Newcastle upon Tyne, NE18 0QT

Booking Request Form

NAME OF HIRER (min.age 21)		
ORGANISATION		
ADDRESS		
TELEPHONE	Landline	Mobile
EMAIL		
PURPOSE OF HIRING		
EXPECTED NO. OF ATTENDEES		

PLEASE RESERVE THE MAIN HALL / WEST ROOM / PAVILION (DELETE AS APPROPRIATE):

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING
EXTRAS	Linen Table Cloths £5 each for laundering	How many?

If kitchen is required, is this for (please tick one):

Light refreshments (i.e. cups, saucers, plates for cold food) <i>No Charge</i>		
Full catering (including plates, cutlery, use of cooker, fridge, dishwasher) £20		Per day or part day.

PAVILION ONLY – USE OF BAR - PROJECTOR	
Fully licensed pay bar (by agreement)	Projector (by agreement) £5

Stamfordham Playing Field & Village Hall uses personal data in accordance with our Privacy Statement, a copy of which is available on the website. Your personal information will not be shared with any third parties without your consent unless legally required to do so. If you would like to receive any periodic emails concerning forthcoming events and items of local village interest, please tick this box. Consent can be withdrawn at any time by contacting stamfordhamhall@gmail.com	
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Stamfordham Playing Field & Village Hall prefers payment by bank credit to Barclays Bank	Sort Code 30-90-89 Account No. 39783668 Ref: Invoice number & Surname
I confirm that I have read, understand and accept the standard conditions of hire as published on the website	Signed:

For internal use	Rate per session	£
	Rate per hour or additional hour	£
	Total basic fee	£
	Extras charge: full kitchen use £20 p.d./cloths £5 each	£
	Amount payable	£
	Damages / cleaning deposit, if required	£