

STAMFORDHAM PLAYING FIELD & VILLAGE HALL

Please complete this form and email to
Charlotte Hancock.
Charlotte65hancock@gmail.com

Booking Request Form – SPORTS PAVILION/PLAYING FIELD

NAME OF HIRER (min.age 21)		
ORGANISATION		
ADDRESS		
TELEPHONE	Landline	Mobile
EMAIL		
PURPOSE OF HIRING		
EXPECTED NO. OF ATTENDEES	MAX 50 PERSONS IN THE SPORTS PAVILION	

PLEASE RESERVE THE SPORTS PAVILION / PLAYING FIELD (DELETE AS APPROPRIATE):

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING
SERVING STAFF	By arrangement only.	

KITCHEN - if Required (Please tick below)

Light refreshments for up to 50 people (i.e. cups, saucers, side plates) <i>No Charge</i>
Full catering (including plates, cutlery, use of cooker, fridge) £20 per day or part thereof.

USE OF BAR	By Agreement and with a valid TEMPORARY EVENT NOTICE (See below)
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Stamfordham Playing Field & Village Hall uses personal data in accordance with our Privacy Statement, a copy of which is available on the website www.stamfordhamvillagehall.co.uk	
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Stamfordham Playing Field & Village Hall prefers payment by bank credit to Lloyds Bank. A DEPOSIT WILL BE PAYABLE AT THE TIME OF BOOKING. THE BOOKING WILL BE CONFIRMED WHEN THE DEPOSIT HAS BEEN RECEIVED.	Sort Code 30-90-89 Account No. 39783668 Ref: Event Date & Bookers Initials e.g. (02.12.19 AB)
IF ALCOHOL IS TO BE SOLD AT THE EVENT (OR INCLUDED IN A TICKET PRICE) A TEMPORARY EVENT NOTICE (T.E.N.) WILL BE REQUIRED. IF THE EVENT FINISHES AFTER 11pm A TEMPORARY EVENT NOTICE (T.E.N.) WILL BE REQUIRED	IT WILL BE THE EVENT ORGANISER'S / HIRERS RESPONSIBILITY TO APPLY IN GOOD TIME FOR THE T.E.N. FROM Northumberland County Council.

I confirm that I have read, understood and accept the standard conditions of hire as published on the website. I confirm that I will apply for a TEN if the event requires one – see above.	Signature
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