

# STAMFORDHAM PLAYING FIELD & VILLAGE HALL

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

## Booking Request Form – VILLAGE HALL

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 (DELETE AS APPROPRIATE):**

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING
EXTRAS	Table Cloths laundering. Large circular/rectangular	How many?
SERVING STAFF	Table cloths laundering. Small By arrangement only.	How many?

**KITCHEN** - if Required (Please tick below)

Light refreshments for up to 50 people (i.e. cups, saucers, side plates) <i>No Charge</i>	Over 50 people - £15
Full catering (including plates, cutlery, use of cooker, fridge) £20	Per day or part day.

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](http://www.stamfordhamvillagehall.co.uk)

Stamfordham Playing Field & Village Hall prefers payment by bank credit to Lloyds Bank. <b>A DEPOSIT WILL BE PAYABLE AT THE TIME OF BOOKING. THE BOOKING WILL BE CONFIRMED WHEN THE DEPOSIT HAS BEEN RECEIVED.</b>	Account Name: Stamfordham Playing Field & Village Hall Sort Code: 30-90-89 Account No: 39783668 Ref: Event Date & Bookers Initials. e.g. (02.12.19 AB)
<b>THERE IS NO ALCOHOL LICENCE AT THE VILLAGE HALL. IF ALCOHOL IS TO BE SOLD OR INCLUDED IN A TICKET PRICE A TEMPORARY EVENT NOTICE (T.E.N.) WILL BE REQUIRED. IF THE EVENT FINISHES AFTER 11pm (12.00 MIDNIGHT ON FRIDAY AND SATURDAY) A TEMPORARY EVENT NOTICE (T.E.N.) WILL BE REQUIRED.</b>	<b>IT WILL BE THE EVENT ORGANISER / HIRER'S RESPONSIBILITY TO APPLY IN GOOD TIME FOR THE T.E.N. FROM Northumberland County Council.</b>

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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