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	N.B MAX 50 PERSONS IN THE SPORTS PAVILION	

PLEASE RESERVE: **THE SPORTS PAVILION** ☐ **PLAYING FIELD** ☐

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING
MARQUEE SITE REQUIRED?		

KITCHEN - if Required (Please tick below)

Light refreshments for up to 50 people (i.e. cups, saucers, side plates)	*No Charge*
Full catering (including plates, cutlery, use of cooker, fridge)	£25 per day or part thereof.

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	

Stamfordham Playing Field & Village Hall prefers payment by bank credit to Lloyds Bank. **A 25% DEPOSIT WILL BE PAYABLE AT THE TIME OF BOOKING. THE BOOKING WILL BE CONFIRMED WHEN THE DEPOSIT HAS BEEN RECEIVED.** **THE FINAL BALANCE WILL BE DUE 14 DAYS BEFORE THE EVENT.**	Sort Code 30-90-89 Account No. 39783668 Ref: Name
ANY EVENT AT THE PLAYING FIELD/PAVILION THAT INVOLVES THE CONSUMPTION OF ALCOHOL WILL REQUIRE A TEMPORARY EVENT NOTICE (T.E.N.) IT WILL BE THE EVENT ORGANISER'S / HIRERS RESPONSIBILITY TO APPLY IN GOOD TIME FOR THE T.E.N. FROM Northumberland County Council (NCC)	**ANY EVENT THAT FINISHES AFTER 11PM WILL REQUIRE A TEMPORARY EVENT NOTICE (T.E.N)**

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 from NCC in good time if the event requires one – see above.	Signature Date