

OXHAM HALL

MARIANSLEIGH PARISH HALL

HIRING THE HALL

Booking Form

ORGANISATION NAME (if any)	MAIN CONTACT NAME
FUNCTION DATE (day/month/year)	
ADDRESS	
POSTCODE	LAND LINE:
EMAIL:	MOBILE

 Allocated times are for set periods for half day or evening classes, meetings, or activities.		
TIME PERIODS AVAILABLE		FEE - INCLUDES HALL + KITCHEN
MORNING: 8:30 - 12:30		£30 per session
AFTERNOON: 1300 - 1700		£30 per session
EVENING: 1800 - 23:30		£30 per session
FULL DAYS: Negotiable		Contact our booking secretary (see details below)
Start time:	End time:	Please provide your start/end dates and times (inc. setting up clearing time)
 Do you require a license to sell alcohol?		YES ☐ NO ☐
 Please indicate if the fridge and/or freezer is required. (We turn these on for you in advance)		FRIDGE ☐ FREEZER ☐
If you would like us to display your event on our website please email: ew@elizabethwalsh.net		

 **THE MAXIMUM NUMBER OF PEOPLE** permitted in the hall at any time is: **50** seated **OR** **100** standing. The hirer is responsible for adhering to our safety standards and is also liable for breakages. Selling alcohol requires a **License** by law. Please apply for a **Temporary Event Notice (TENS) from North Devon Council** (currently £21). You will need to allow a minimum of 21 days for the license to be processed. Mariansleigh Parish Hall Committee do not incur a fee for running a bar. A copy of the License **MUST** be sent to the Booking Secretary **PRIOR** to your event taking place.

 I AM THE HIRER OF THIS EVENT and agree to adhere to the [Terms, Conditions and Guidelines](#) on the website www.oxhamhall.co.uk. I understand that extra, or penalty charges will be required should any of the stipulations be breached. I recognise that the premises must be left in a re-hirable condition at the end of the agreed hire time.

Signature of hirer _____

Send a signed copy of the form along with the full payment to: Wendy Sing, Buthay Farm, Mariansleigh, EX36 4LL, EMAIL: wendysing@gmail.com Phone 0775 9484 539 or 01769 550 351	Payments method: Please make cheques payable to <i>Mariansleigh Parish Hall</i> . Or pay by BACS: Account name: Mariansleigh Parish Hall Sort Code: 30-90-49 Account Number: 01597725 Ref: Date of your event Please email a screenshot of your online payment
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