

Mariansleigh Parish Hall

Function Booking Form

contact: Wendy Sing: 07759484539

Organisation:	
Name of Contact:	
Date of Function:	
Address:	
	Postcode:
Telephone Number:	
Email:	

Maximum Permitted No.s

Seated at tables: 60

Standing: 100

Please state the type of function or select from list below: circle appropriate pricing box below

Type of function	Hall (kitchen included)
Morning event (8:30 to 12:30) e.g meeting dance lessons/ or any other half day booking	£30/session
Afternoon event (13:00 to 17:00) e.g meeting dance lessons/ or any other half day booking	£30/session
Evening Event (18:00 to 23:30) All facilities available from 6pm for setting up unless pre-arranged with Booking Secretary.	£30/session

HIRER IS LIABLE AND ALL BREAKAGES WILL BE CHARGED FOR

Other type of function price by negotiation - please discuss with Booking Secretary	
Start Time (include set up time)	Finish Time (include cleaning up after event)

Do you require a licence to sell alcohol? YES/NO (circle as appropriate)

If you require a licence, you will need to allow 21 days to apply for a Temporary Event Notice (TENS) from North Devon Council, this currently costs £21. A copy of the Licence **MUST** be sent to the Booking Secretary **PRIOR** to your event taking place.

Running your own bar requires a licence but doesn't incur a fee from the Mariansleigh Parish Hall Committee

*I have read the terms & conditions and agree to adhere to them and understand that I can occur **extra** or **penalty charges** should any of the stipulations be breached. I recognise that the premises must be in a re-hireable condition at the end of the agreed hire time.*

Once completed please send a signed copy of this form along with full payment to:

Wendy Sing, Buthay Farm, Mariansleigh, EX36 4LL, wendysing@gmail.com Phone 07759484539 or 01769550351

Cheques should be made payable to Mariansleigh Parish Hall or pay by BACs to

(Account name: Mariansleigh Parish Hall, Sort Code: 30-90-49, Account Number: 01597725) with the **date of function** as Reference number (Please share bacs payment receipt with 07759484539)