

Barnacle Village Hall

Date of Event

Hire of the Hall

Please complete this form and return it with your deposit to:

Barnacle Village Hall Bookings, 10 Lower Road, Barnacle, Coventry CV7 9LD

The Hirer

Name of Hirer Organisation (if applicable)

Address

Telephone email address

Function Details

What is the function?

Date of function Approximate number attending Starting time.....

Do you want the whole hall, or just 'The Snug'?

Time when Hall/Snug is required

Event costs

Hall hire (including 'The Snug')

(See below with respect to having a bar.)

10.00am – 11.45pm	£250
2.00pm – 11.45pm	£220
7.00pm – 11.45pm	£180
Shorter functions	£30 per hour

Hire of 'The Snug'

(Max: 25 attending - No Bar available)

Up to 3 hours use	£35
Additional hours	£11 per hour

Bar required? - **Yes / No** If **Yes** what time do you want it to open?

A bar can be provided, but not on a Sunday. There must be at least 60 people attending the function. There is no additional charge for the provision of a bar but it will only be provided for a maximum of 5 hours. If additional hours are required, the fee is £20 per additional hour. If a bar is booked, people are not allowed to bring their own drinks. The bar will close at 11.00pm.

Hire Fee

Kitchen required? - **Yes / No**

There is no charge for the use of the kitchen but a refundable bond of £50 is required in a separate cheque, which will be held until after the event and returned if the kitchen is left completely clean.

A £25 deposit is required which should be returned with this form. Cheques should be made payable to 'Barnacle Village Hall'. The balance should be paid in advance of the event or on the night.

It is imperative that the Hall is left completely clean and tidy. You will need to make arrangements to ensure that this happens.

Signed for the hirer Date.....