



BOOKING AGREEMENT

Name of Hirer (Please print)		
Organisation/Charity Name or "Private Function"		
Address		
Telephone	Primary	Secondary
Email		

Event Type can be one of the following:

Private Function, Children's Party, Wedding/Large Party Package, Village Group, Conference, Charitable Fund Raising, Drama/Music Event

Event Type			
Event Date		Approximate number of people attending	
Required Start Time (Including setup)		Finish Time (Including clean-up)	

Required rooms and facilities. Please tick all that are required.

<input type="checkbox"/> Main Hall	<input type="checkbox"/> Turner Room	<input type="checkbox"/> Hop Pocket	<input type="checkbox"/> Bar (not staffed)
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Sound System	<input type="checkbox"/> Plasma Screen	<input type="checkbox"/> Wheelchair

If the Event Type is "Children's Party", please answer the following questions.

What is the age of the child		
Do you intend to have a Bouncy Castle at the event	YES	NO



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If the Event Type is “Charitable Fund Raising”, please answer the following question.

What is the Charities Commission Number of the charity the event is benefiting

For all events irrespective of type, please answer the following questions.

Do you intend to sell alcohol during this event	YES	NO
Do you intend to serve but not sell alcohol during this event	YES	NO

CANCELLATION OF BOOKING The Hall Management Committee reserves the right to refuse a booking at its own discretion without reason or to cancel a booking in the event of the hall being used as a Polling Station.

I HEREBY CONFIRM THAT I HAVE READ, UNDERSTOOD, AND ACCEPT RESPONSIBILITY TO ENSURE THAT THE PAYMENT TERMS, STANDARD CONDITIONS OF HIRE AND CANCELLATION FEE SCHEDULE ARE ADHERED TO.

Please
sign
and
date

Please return the completed form by email to bookings@smardencharterhall.com or by post addressed to Sue Williams, Smarden Charter Hall, Chessenden Lane, Smarden, TN27 8NF
