 **WEST END PARISH COUNCIL**

 **HALL BOOKING FORM**

 **TO MAKE A FIRM BOOKING, PLEASE COMPLETE THIS FORM AND FORWARD TO**

 **WEST END PARISH COUNCIL WITH THE APPROPRIATE DEPOSIT.**

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| **DATE HALL REQUIRED:** |  |
| **TYPE OF EVENT:** |  |
| **NAME:** |  |
| **FULL ADDRESS inc POSTCODE:** |  |
| **PHONE NUMBER:** |  |
| **EMAIL ADDRESS:** |  |
| **Please sign below to confirm you have read both the terms and conditions and the fire safety procedures** |
| **SIGNED:**  |  | **TODAY’S DATE:** |  |

**Bookings must be made at least 14 days before the date of hire.**

**Earliest time of booking is 8:30am latest time is 11pm with the halls vacant by 11:30pm.**

 **Please include time to set up and clear away in your booking.**

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|  | **WEEKDAYS**Monday – Thursday All DayFriday up to 5pm |  | **WEEKENDS**Friday after 5pmSaturday & Sunday All Day |  | **CHILDRENS PARTY**Up to age 12 onlyNo teenage Parties |
|  | **Cost per hour** | **From** | **To** | **No. of Hours** |  | **Cost per hour** | **From** | **To** | **No. of Hours** |  | **Cost per hour** | **From** | **To** | **No. of Hours** |
| Parish Centre Main Hall inc. Kitchen | £17.50 |  |  |  |  | £39.00 |  |  |  |  | £29.50 |  |  |  |
| Parish Centre Sports Hall | £16.50 |  |  |  |  | £16.50 |  |  |  |  | £29.50 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Townhill Farm Main Hall inc. Kitchen |  |  |  |  |  | £32.50 |  |  |  |  | £29.50 |  |  |  |
| Townhill Farm Coffee Lounge |  |  |  |  |  | £16.50 |  |  |  |  | £29.50 |  |  |  |
| Main Hall & Coffee Lounge |  |  |  |  |  | £41.00 |  |  |  |  | £38.00 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Firestation inc. Shared Kitchen | £14.00 |  |  |  |  | £14.00 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Youth Club inc. Kitchen | £13.00 |  |  |  |  | £13.00 |  |  |  |  | £29.50 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Refundable Deposit** | £75 No Alcohol£100 With Alcohol |  | £25 No Alcohol£100 With Alcohol |

 **PLEASE INPUT YOUR BOOKING DETAILS IN THE TABLE BELOW**

**Prices will change as of 1st April 2023.**

**Payments**

Payment must be made in full at the time of booking. This will include your hall hire charge and the refundable deposit. Please see below for our Cancellation Policy.

The refundable deposit is held against late cancellation, damage to property during the booking (including any unbagged rubbish) or additional charges if the hiring period is exceeded.

**Payment can be made by cash, card or bank transfer (details below):**

Lloyds Bank Bitterne Branch Sort Code: 30-90-86 Account number: 00202033. Ref: (Your Name).

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| Deposits will be refunded 7-14 days after the event provided the facilities are left in good condition and no damage has occurred to the hall/room.Refunds are made by cheque or bank transfer only.**If you would like your refund to be paid by bank transfer, please include your bank details below** |
| **ACCOUNT NAME:** | **SORT CODE:** | **ACCOUNT NUMBER:** |

**Cancellation Charges**

|  |  |
| --- | --- |
| 28 days or more prior to the event - | 100% Refund |
| 27-8 days prior to the event - | 50% Refund |
| 7 days or less prior to the event - | No Refund |

**Name, Address and Telephone Number of bar provider (if appropriate).**

The Bar provider will need to apply for a TEMPORARY EVENTS NOTICE – this can be done through Eastleigh Borough Council by using the following website:

[Licensing - Temporary Event Notice (TEN) | Southampton City Council](https://scccrmportal.southampton.gov.uk/services/temporary-event-notice)**)**

**Once obtained, a copy of this notice will need to be sent to West End Parish Council prior to your event**

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**ALL COMPLETED FORMS SHOULD BE RETURNED BY EITHER POST OR EMAIL TO:**

WEST END PARISH COUNCIL, PARISH CENTRE, CHAPEL ROAD, WEST END, SOUTHAMPTON, SO30 3FE

enquiries@westend-pc.gov.uk

**OFFICE USE ONLY**

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| --- | --- | --- | --- |
| **Deposit Paid:** | **£** | **Hire Fee Paid** | **£** |
| **Method of Payment** |  |
| **Receipt Number** |  |
| **Invoice Number** |  |
| **Date of Transaction** |  |