



Booking Application Form

Personal Details

Organisation Details

Organisation Name (if applicable)

Contact Details

First Name

Last Name

Email

Phone Number

Address

Address Line 1

Address Line 2

City

County

Postcode

Booking Information

Fill out either a single or block booking. All booking periods to include setup and clearup times. We accept bookings from 9am till 10pm. Private parties must finish by 9pm.

Single Booking

Date

Time

Block (Recurring) Booking

Recurring bookings to be paid one month in advance.

Details of dates and times required.

Facilities

Parties are required to book the whole building.

Non-residents may only book parties on a Saturday and must book for a minimum of 4 hours but no more than 8 hours, and must finish by 9pm.

Parties for non-residents are limited to a maximum of 30 people including children.

- Whole Building
- Main Hall (including the children's garden)
- Meeting Room (including the quiet garden)

Extra Information

Your Booking

Describe the form and function of the meetings you will be holding in the Bow Brickhill Community Hall.

The responsibility for establishing and securing any necessary legislative approvals and/or licences lies solely with the hirer.

Provide details of any food or drinks that will be served during the course of the event. If none, then please leave empty.

The responsibility for complying with all Food Hygiene and Safety legislation lies solely with the hirer.

Your Equipment

Please list any of your own equipment to be used on the premises.

BBCH Management Committee recommends that all portable mains operated electrical devices and equipment that are brought into the BBCH have a current Portable Appliance Test Certificate. The liability associated with the use of the devices and equipment lies solely with the hirer.

Group Numbers

Adults

8 - 16 years

Up to 8 years

Agreements

References may be requested at the discretion of the Hall Manager.

I undertake to ensure that the space that I have hired is handed back in the same condition it was in when we arrived on the premises. This undertaking extends to other areas of the building that my group may have used inadvertently, beyond the scope of this booking.

Initial

I understand that a security deposit may be required in order to secure the booking, and that it will be set based on the spaces occupied and the activities that we plan to undertake in the hall. The hall manager will advise on the required level of security deposit.

Initial

I understand and accept that should I not return the space in the same condition as it was provided to me, the cost of correcting my failure will be met from the security deposit, with any costs beyond the value of the security deposit being charged to me.

Initial

I agree that we have read and will abide by the full conditions of hire, and make full payment in advance of the event/booking and upon immediately receipt of the invoice, issued monthly in advance.

Signed

Please complete the form and return it as soon as possible to the Hall Manager, Bow Brickhill Community Hall, Church Road, Bow Brickhill, Milton Keynes MK17 9LH or by email to enquiries@bbcommunityhall.org.uk

Please note that no booking exists until this application form has been submitted and the booking has been confirmed by email, by the Hall Manager.