

DUNSTON VILLAGE HALL MANAGEMENT COMMITTEE
(Registered Charity No 514319)
Dunston Village Hall, Chapel Lane, Dunston, Lincoln, LN4 2ET

CASUAL USER BOOKING FORM

Name		
Address		
On Behalf Of (Group/Organisation)		
Contact Details These must be completed	Phone(s):	E-mail:
The Above Information will be retained by DVHMC for the administration of this booking and will not be released to a third party without prior approval.		
The following rooms are available for hire separately or together		
The Main Hall	16m by 8m: Accommodating up to 175 people. It has a stage and adjacent Kitchen (with cooker, fridge, microwave), with servery hatch into the hall, Gents, Ladies, baby changing mat and Disabled toilets facilities.	
Lamyman Room	8m by 7.4m: Accommodating up to 45 people. There is a bar area with 2 sink units, small kitchen with fridge & microwave, Gents and Ladies toilets.	
State which Room/Rooms you wish to book		
3.State fully the Intended Use of the Premises (Birthday Party, Bingo, Dance Class, Wedding, etc)		

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HIRE PERIOD DETAILS			
	Date	Time(s)	
		Start	End
4a Event Time (to include any pre-setup & post clean-up time)			
4b Other/Special Requirements (eg. different clean-up slot)			
5. Will you be operating a bar – either run by yourself or someone else? Note, we can operate a bar under our own licence (standard licencing hours) for a fee, please enquire separately.	YES/NO		
6. Do you wish to apply for a licence for longer opening hours for a bar operated by yourself or an outside company? Or is alcohol to be sold or included in any ticket price? If so you will need obtain our consent to apply for a temporary events licence from NKDC – please contact us for details. We shall need a copy of this before the booking commences.	YES/NO		

I accept Dunston Village Hall Conditions of Hire, a copy of which I have retained.	
Signature:	Date:

For office use Total hours		Total Sum due	£
Deposit due (if applicable), invoice number and date due		£	Date Paid
Final Payment due:		£	Date Paid
Invoice No:			