

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.		

HIRE PERIOD DETAILS		
Date:		
Event Time (to include any pre-setup & post clean-up time)	Start Time:	Finish Time:
Other/Special Requirements (eg. different clean-up slot)		

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
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

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

The following rooms are available for hire separately or together	
The Main Hall	16m by 8m Accommodating up to 175 people (standing room)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 (standing room) 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)	

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 No SI-	Date Due Date Pd
Final payment amount & due	Invoice No SI-	Date due Date Pd

Handover Checklist

I accept receipt of Dunston Village Hall keys and confirm handover has taken place with regard to the Booking Conditions. The keys will be returned to the red mailbox on the outside wall to the left of the main entrance. The keys will be returned to the red mailbox on the outside wall to the left of the main entrance.

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Key No

Hirer Name		Signature & Date
Hall Rep Name		Signature & Date