

DUNSTON VILLAGE HALL MANAGEMENT COMMITTEE

(Registered Charity No 514319)

Dunston Village Hall, Chapel Lane, Dunston, Lincoln, LN4 2ET

MULTIPLE DAY/WEEK BOOKING FORM

I (Mr/Mrs/Miss)			
On Behalf Of (Organisation or Company)			
Address			
Contact Number(s)		<u>e-mail</u>	
Apply for the use of the facilities detailed below and, in if this application is confirmed, I agree to accept the Dunston Village Hall Conditions of Hire, a copy of which I have retained.			
Signature		Date	

HIRE DETAILS	
Intended use of the premises	
↓	
WHICH ROOM/S DO YOU WISH TO HIRE?	
☐ Main Hall.(MH)	16m by 8m: Accommodating up to 175 people; With Stage and adjacent kitchen, with servery hatch into the hall, and access to Gents, Ladies and Disabled toilets facilities.
☐ Lamyman Room(LM)	8m by 7.4m: Accommodating up to 45 people. Bar area with a sink unit, Gents and Ladies toilets.
☐ Both Rooms(BH)	

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

Return this form to the Village Hall Manager
Dunston Village Hall, Chapel Lane, Dunston, LN4 2ET

vhmgr@dunstonvillagehall.co.uk **07458304057**

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Room*	Day(s) of week	HIRE PERIOD(S) REQUIRED		Time(s) Min 30 min blocks	
		Date(s)		Start	Finish
		First Day	Last Day		

*(If you require different rooms for different dates/times indicate which in the Room Column i.e. MH-LM –BH.)

1. For an **all Day or a weeklong Hire** state “all day” or “week course” in Intended Use Field and complete the first line of Hire Period field only.
2. For **Same day/hour over multiple weeks** complete additional lines for each session. If a continuous booking, you **must** enter an end date of no longer than 12 months. To continue with your regular booking, complete a new form annually.
e.g. Mon; 21/3/12 -10/11/12; 09:00-11:00, and on the next line Wed 23/3/12 –12/11/12
or Thursday 03/02/22 to 26/01/2023 19:00 – 20:00

ANY OTHER REQUIREMENTS (Additional Access will be based on Hourly rates):

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

Signature:

Date:

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Ongoing bookings will be invoiced monthly in arrears.

If this is a single instance multi day booking, it will be invoiced at the time of booking and the details recorded below.

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:			

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