



Branoc Hall Booking Form

Please complete using black ink and capital letters

1. Your contact details

Name

Address

Telephone

e-mail

2. Your booking

Date of booking

Purpose of booking e.g., 'Private party,' 'Wedding'.

Expected attendance? Maximum 150 or 100 seated at tables

Tick this box if you require a microphone or sound equipment

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Please indicate the facilities you require and their date and time. To book the bar see next section. If this form does not cover your requirements, please contact us.

If you wish to book the entire hall for the day at the special discretionary rate see page 3) please tick this box and leave the boxes below empty

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	09.00-13.00	14.00-18.00	18.00-23.00
Hall (+ stage)			
Kitchen			
Kitchen equipment			
Social room (indicate if bar is also required)			
Snooker room			
Pavilion (indicate if bar is also required)			



Branoc Hall

3. Booking the bar

This section (3.) only needs to be completed if you wish to hire the bar. Stringent conditions apply when using the bar as it is a licensed premise. Please take due note of the conditions below.

Conditions of bar hire

You cannot arrange your own bar.

All drinks, both alcoholic and non-alcoholic, consumed at your function described herein must be purchased from or via the Branoc Hall bar.

Alcohol will not be purchased for or supplied to children under the age of 18.

The 30-minute drinking-up time will be strictly adhered to and no alcohol will be consumed after this time.

Your party will quietly and decently vacate the bar area at the end of the permitted time.

Please indicate your date and tick below the sessions you require. It is not possible to arrange any bar extension to these times

date required

9.30 - 13.00

14.00 - 18.00

18.00 - 23.00

Please write your surname or organisation in block capitals in the box below

Please sign and date below to acknowledge you have read and agree to the conditions above
signature..... Date.....



Branoc Hall

4. Hire charges

	09.00-13.00	14.00-18.00	18.00-23.00
Hall (+ stage)	£30.00	£30.00	£30.00
Social room/Bar, to include staff	£17.00	£17.00	£17.00
Kitchen	£28.00	£28.00	£28.00
Equipment hire	£20.00	£20.00	£20.00
Snooker room	£18.00	£18.00	£18.00
Pavilion	£40.00	£40.00	£40.00

If you are a Branscombe resident, special discretionary rates could apply. Please telephone to discuss before you complete this form.

*If you have any booking requirements that are not covered by this form, please do not hesitate to telephone us on 01395 579317. Your booking must be accompanied by a 20% deposit * with the balance payable one calendar month before your event. Your booking will only be confirmed when both of these conditions are met. Please initial this box to indicate you have understood and agreed to this.*

Be aware that if you use parts of the hall that you have not booked and paid for and any incident occurs, this will not be covered by our insurance cover, and you will be held legally liable for restitution of damages. Please initial this box in acknowledgement of this.

It is important that you have read and agreed to the conditions of 'Notes,' available as a download from www.branochall.co.uk. Please initial this box to confirm you have read and agreed to the stipulations of 'Notes.'

Electronic Payment details, please quote your name and date of your booking as a reference.

Account name: Branscombe Village Hall
Account number: 00669709
Bank sort code: 30-90-37

or Cheques payable to Branscombe Village Hall.

*Post to Mr Robert Kerr
Treasurer*

*Thatch Barton, Branscombe, Seaton
EX12 3DE*



Branoc Hall

5. Hiring agreement

Parties: (1) Branoc Hall acting by its management committee ("Branoc Hall")

(2) The person or organisation named overleaf ("the Hirer")

AGREED as follows:

In consideration of the hire fee described in the enclosed price list, the Hall agrees to permit the Hirer to use the premises for the purpose and for the period described herein. The details inserted and the answers to the questions are terms of this agreement. This agreement includes the Hall's Standard Condition of hire and the Special Conditions of Hire (if any) set out in the separate Schedule supplied. In completing this form, the Hirer confirms that they have received, read and accepted these conditions. The Hirer agrees with the Branoc Hall to be present (by its authorised representative if appropriate) during the hiring and to comply fully with the Hire Agreement.

It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Hall and the Hirer. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the contracts (Rights of Third Parties) Acts 1999 on a person who is not named as a party to this Agreement.

Village Hall Registered NO. 300,776 "Branoc Hall"

Authorised representative The Branoc Hall Committee

Address: Branoc Hall, Lockseys Lane, Branscombe, Devon, EX12 3DB

signature

date

When you have completed this form please return to:

telephone enquiries

**Catherine Newman
Branoc Hall Bookings
3 Kingsleigh Barns
Weston
Sidmouth
EX10 0PH**

01395 579317

Please note that additional Notes to Bookings should be downloaded from our web site. This contains useful and important information for your booking. Our policy document regarding your privacy and personal information is also available from the site.

branochall.co.uk