

BURTON MEMORIAL HALL

Main Street, Burton-in-Kendal, Cumbria LA6 1NA

COMMERCIAL BOOKING FORM

Hirer's Name:

Company Name:

Address:

Postcode:

Phone:

Email:

Date/s of booking:

Hire Time: From - To

am/pm (delete as appropriate)

Purpose of hire:

Will food be provided at your event?

YES / NO (delete as appropriate)

If YES to food give the name of the caterer or state SELF if no caterer hired

Will alcohol be available at your event?

YES / NO (delete as appropriate)

If YES to alcohol then you must include the fee for use of our alcohol license overleaf

On completion please return the form to the Secretary/Manager,
Mrs Helen Dawson, 5 Burton Park, Burton, Carnforth LA6 1JB.
If you have any queries about your booking please call 01524 782277.

BOTH SIDES OF THE FORM MUST BE COMPLETED

Please indicate below the number of hours you want to book each room for:

Main Hall:	<input type="text"/>	hours @ £24/hr	£	<input type="text"/>
Reception Room:	<input type="text"/>	hours @ £17/hr	£	<input type="text"/>
Main Hall Kitchen**:		per booking @ £12	£	<input type="text"/>
(** only if hob and/or oven are to be used)				<input type="text"/>
Rec Room Kitchen**:		per booking @ £12	£	<input type="text"/>
(** only if hob and/or oven are to be used)				<input type="text"/>
Deposit Main Hall:		per booking @ £50	£	<input type="text"/>
Deposit Rec Room:		per booking @ £30	£	<input type="text"/>
Alcohol License:		per booking @ £22	£	<input type="text"/>

Please indicate below which extra free facilities you require the use of:

Stage (Main Hall)	YES / NO (delete as appropriate)
Wall Lights (Main Hall)	YES / NO (delete as appropriate)
Under 5-s Children's Toilets (Main Hall)	YES / NO (delete as appropriate)
Water Urn/s (for hot drinks)	YES / NO (delete as appropriate)
Projection Screen (Reception Room only)	YES / NO (delete as appropriate)
Digital Projector	YES / NO (delete as appropriate)
Microphone & Loudspeaker	YES / NO (delete as appropriate)

Total Hire Charge & Deposit: £

Payment by cheque payable to Burton Memorial Hall, or via BACS to account name:
Burton Memorial Hall Management Committee, sort code: 20-47-61 account no: 80222216.

Please tick to indicate payment method:

I enclose a cheque I have paid by bank transfer (BACS)

**I accept the Burton Memorial Hall Standard Conditions of Hire
& the COVID19 Special Conditions of Hire.**

Signed: Date:

BOTH SIDES OF THE FORM MUST BE COMPLETED

Rates valid from 1st July 2023.