

BURTON MEMORIAL HALL

A Charity Registered in England & Wales No. 505018

COMMERCIAL EVENT BOOKING FORM

Hirer:

Address:

Telephone: Email:

Date/s of booking:

Hire From: am/pm* To: am/pm*
(* delete as appropriate) (* delete as appropriate)

Purpose:

HOURLY HIRE CHARGES

Main Hall: £20/hour (£50 deposit) hours booked @ £20/hr £

Reception Room: £12/hour (£30 deposit) hours booked @ £12/hr £

Club Room: £10/hour (£15 deposit) hours booked @ £10/hr £

Use of Alcohol Licence (£20 per day) days booked @ £20 £

Total Hire Charge £

Select Facilities Required Below

Wall Lights (Main Hall - free to use): YES NO

Is Food Provided At Your Event:* YES NO

Is Alcohol Available At Your Event:** YES NO

If YES is it a Bring Your Own or are you supplying Alcohol for sale or by donation?

* Please note that the hall's kitchens are closed until further notice.

** Please note that if you answered YES here there is a charge of £20 per day to cover the alcohol licence fee

The security deposit, hiring fee and alcohol licence fee are required to be paid at the time of booking. In the event of damage occurring to the Hall or any fixtures or fittings during the hire term the security deposit will be forfeited and an additional charge to cover the cost of the damage may be incurred.

By submitting this booking form you are accepting the Burton Memorial Hall Standard Conditions of Hire & the COVID19 Special Conditions of Hire.

**On completion please return the form and a cheque for your hire fees to the Secretary/Manager, Burton Memorial Hall Management Committee:
Mrs Helen Dawson, 5 Burton Park, Burton, Carnforth LA6 1JB**