

# BURTON MEMORIAL HALL

A Charity Registered in England & Wales No. 505018

## PRIVATE PARTY & SOCIAL FUNCTION BOOKING FORM

Hirer:

Address:

Telephone:  Email:

Date of booking:

Purpose:

### DO NOT INCLUDE SET UP & CLEAR UP TIME

**Main Hall:** From: \_\_\_ am/pm To: \_\_\_ am/pm  hours booked @ £16/hr £   
+ £50 deposit £

**Reception:** From: \_\_\_ am/pm To: \_\_\_ am/pm  hours booked @ £11/hr £   
+ £30 deposit £

**Will alcohol be available at your event?** YES / NO / Bring Your Own (BYO)  
(delete as appropriate)

**Alcohol Licence: £20 per event** (only required for sales/donations, not BYO) £

**Total Hire Charge:** £

### Select Facilities Required Below (free to use)

(Please note that due to COVID-19 restrictions the hall's kitchens are closed until further notice.)

Wall Lights (Main Hall): YES/NO (delete as appropriate)

Under-5's Children's Toilets: YES/NO (delete as appropriate)

Will Food Be Provided At Your Event: YES/NO (delete as appropriate)

**Payment for the hiring fee, alcohol licence fee and the security deposit must be sent with this form.**

In the event of damage occurring to the Hall or any fixtures or fittings during the hire term the security deposit will be forfeit and an additional charge to cover the cost of any repair may be incurred.

**By submitting this booking form you are accepting the Burton Memorial Hall Standard Conditions of Hire & the COVID-19 Special Conditions of Hire.**

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

If you have any queries about your booking please call 01524 782277