Facility List:

Main Hall
Jubilee Room
Committee Room
Pavilion



Booking Secretary:

Val Chapman
01794 388009
vhbookings@thesombornes.org.uk

King's Somborne Village Hall

Registered Charity Number 301866

Booking Request Form

Name of Hirer or Organisation	

Please specify all dates and times, and facilities required.
If you have a booking reference from the booking secretary for each booking, enter it in the Ref column.

Ref	Facility	Hire Date	Start Time	End Time

If more than two bookings are required, please use a separate form

Sale of Alcohol:

The Village Hall has a premises license which allows the sale of alcohol for consumption on the premises subject to certain conditions.
If you wish to sell alcohol at your function, or provide it as part of a ticket price, you must apply to the Village Hall Management Committee for permission to sell alcohol. An additional fee of £15 must be paid. You will be required to complete a separate form and return this to the VHMC.

Will you be selling alcohol at your function?	Yes/No
Will you be providing alcohol at a function for which a charge is made to attend?	Yes/No

If the answer to either of the above is Yes, you will be forwarded a form which must be completed to apply for the right to supply and/or sell alcohol.

Any other notes or special requirements……..….

……..

Hirer (Name) …… Date ……

Address ……

……..

…… Postcode……..

Tel ……..… email …..……..

Please forward or email to the Booking Secretary:

Val Chapman, Braemar, Romsey Road, King's Somborne SO20 6PP

You may email your request to vhbookings@thesombornes.org.uk. You should provide the details requested above in your own format.

Provided the hall is available (you can telephone the booking secretary to confirm) an invoice confirming the booking and detailing payment will be forwarded to you on receipt of this request. To cut costs, the invoice may be forwarded by email if an email address has been provided.

Full payment will be expected 14 days before the first hire commences.

A key will be provided before the hire. This must be returned after completion of the hire.