



Aberffraw Village Hall Booking Form



EVENT:

Title of Event

Organisation

Is the Event Private / Commercial / Charity / Local Residents /

Contact Details of Hirer: Name

Address

.....

Email

Telephone

Date of Event:

Regular Booking Dates:

Timing of Event : From to

Timing of needing Hall to include setup / clear-up: From To

Expected numbers attending per session:

REQUIREMENTS:

Tick

Main Hall

Main Hall Stage

Main Hall Kitchen

Outside Area

Other: eg Tables / Chairs / Layout / Audio-Visual / Play Equipment / Staffing / Shower / Parking

.....

JOW Committee Room

JOW Kitchen

Outside Area

Other: eg Tables / Chairs / Layout / Staffing / Parking

.....

LICENSABLE ACTIVITY: Music Live Music Recorded Dance Plays Films

Alcohol consumption Note: In addition to agreeing to the requirements of the Licensing Act 2003, permission is also required from the Hall Committee. (Note: Alcohol sale not permitted.)

Will hazardous activities be involved (*Bouncy castles etc. which MUST be supervised by the supplier*)

Confirm that there will be adequate supervision of children under 18

Is the event: Open to the Public / Booking Only / Free / By payment

PUBLICITY: Do you wish your event to be included in our: Website – News & Events

In our monthly Grapevine Village Paper letter drop to all premises in Aberffraw Village

IMPORTANT: Sign here that you have read and accepted the Hall Users Agreement concerning Health and Safety, avoidance of nuisance to local residents and responsibility for any damage or loss:

Please note that we adhere to Policies regarding Health & Safety, Environment, Equal Opportunities Welsh Language etc which area available via our website.

It is your responsibility to notify us of any cancellations.

PAYMENT:

Preferred Payment Method: BACS Cheque Cash

Your Contact for Payment:

Date Booking signed:

Agreed Fee per session: Agreed Deposit:

Date/s Payments Due : Date Paid:

CONTACTS:

Our Contact Details: www.aberffraw.wales

Hall Chair: For Specific Enquiries Mike Mahon avhchair@aberffraw.wales

Secretary: For Bookings Elaine Todd avhsecretary@aberffraw.wales

Treasurer: For Payments/Fees Gillian Mahon avhtreasurer@aberffraw.wales

Hall BACS Sort Code Account Number: 40-30-14 71161210

Address for Cheques: Pendref, 54 Church Street, Aberffraw, LL63 5LQ

Emergency Hall Telephone: 07419 201050

Form updated: 10 February 2020