

Beacon Hall

Peasedown St. John Parish Council

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN

Tel: 01761-434983 (with answer service)

e-mail: beaconhall2@btconnect.com

website: www.beaconhall.org.uk

BOOKING FORM

Date of Hire:	Time of Hire:	Invoice No:
Booking Taken By:		Date of Booking:
Rental Rate: £	No of Hours:	Rental Total: £
Crockery Hire Required: Y/N	Crockery Charge: £	INVOICE TOTAL: £

Crockery Hire Prices:

Up to 25 places - £5.00
 26 to 50 places - £10.00
 51 – 100 places - £15.00

ACCOMMODATION REQUIREMENTS

Main Hall Lounge Kitchen Bar/Tea Bar

NB: Beacon Hall Management reserves the right to change offered accommodation to meet legal or other requirements.

CLIENT (HIRER) DETAILS

Client Name

Organisation (where applicable)

Address:

.....

Post Code:

Contact No:

Email:

TYPE OF FUNCTION

Children: Christening Birthday Age Range: 1-4 5-8 9-12

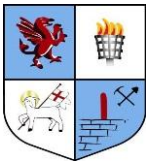
Other (please describe).....

Adult: Birthday Retirement Wedding Reception

Wedding Anniversary Other (please describe).....

Other: Sales Promotion: Fundraising Public Service:

Staff Meeting: Other (please describe).....



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BOOKING FORM Con't

ENTERTAINMENT/CATERING SERVICES TO BE EMPLOYED BY THE HIRER

Disco (children's): Disco (adult's): Entertainer (children's):
 Live Music: Own Music: *Bouncy Castle:

Other (please describe).....

*Inflatables must be hired by a Council approved company as required by our insurers.

PAYMENT

Booking Deposit:

Cash/Cheque (delete as appropriate)

Cheque No (where applicable):

Crockery Rental Balance:

Cash/Cheque (delete as appropriate)

Cheque No (where applicable):

Remaining Rental Balance: £

Cash/Cheque (delete as appropriate)

Cheque No (where applicable):

Damage Deposit: £75

Cash/Cheque (delete as appropriate)

Cheque No (where applicable):

CLIENT (HIRER) AGREEMENT

As the Hirer of Beacon Hall, as specified with this Booking Form, I hereby accept Beacon Hall's Terms & Conditions of Hire, and acknowledge my responsibilities under the applicable licensing and Health & Safety, copies of which have been issued to me.

Signature:.....

Date:.....

Name in Block Capital:.....

On occasions Beacon Hall Management may wish to contact you after your event regarding feedback, future events etc. If you do not wish for your details to be held for such occasions please cross the box:

Finally, please can you let us know where you heard about Beacon Hall as a venue to hire.

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