

# Grayshott & Hindhead Institute & Village Hall

Headley Road, Grayshott. Telephone 01428 712296 (Bookings), 01428 604787 (Caretaker)

## ~ Booking Application Form ~

**Name of Club/Organisation**  
[if applicable]:-

**Name**

**Address:-**

  
  


**Post Code:-**

**Telephone Number:-**

**Email address:-**

**Requirements** [please continue on a separate sheet if required]:-

**Standard Session times:-**  
**Morning** 9am to 1pm, **Afternoon** 2pm to 6pm, **Evening** 6.30pm to 10.30pm, late night bookings to midnight may be available by prior arrangement  
**Please Note:- That the Kitchen is a shared facility and if sole use is required then all Halls must be booked**

Date(s)	Main Hall	Small Hall	Common Room	Nancy Littlejohn	Morning	Afternoon	Evening
	<i>[please tick as appropriate]</i>						

**Reason for Hiring:-**

*[e.g. party, wedding reception, jumble sale, performance of play etc]*

**Please Note:-**  
**The Village Hall does NOT accept bookings for birthday, or other, parties for 14 to 18 year olds.**  
*If it becomes apparent that a booking contravenes this rule the booking will be terminated and payment forfeited.*

**Regulated Entertainment:-**

Please indicate [by ticking the appropriate box] if any of the following regulated activities will take place at your event:-

- (a) Performance of a play
- (b) Performance of live music
- (c) Playing of recorded music
- (d) Performance of dance
- (e) Entertainments similar to those in (a) to (d)
- (f) Making Music
- (g) Dancing
- (h) Entertainments similar to those in (f) to (g)
- (i) Exhibition of Films

*Please note that the Village Hall is **not** licensed for indoor sporting events, boxing or wrestling*

**P.T.O.**

## ~ Booking Application Form (continued)~

### Consumption & Sale of Alcohol:-

Please tick the appropriate box

Alcohol will **not** be consumed at the event

- \* I wish to apply for permission for the consumption, **but not sale**, of alcohol
- \*\* I wish to apply for permission for the consumption and sale of alcohol


### **Notes:-**

\* You may assume that permission for the consumption (but **not** sale) of alcohol has been granted. If the management committee objects to your request you will be notified in writing.

\*\* If you wish to apply for permission to **sell** alcohol at one or more of the bookings detailed on page 1, the person to be responsible for the sale(s) must complete and sign the following form.

**Application for Permission to Sell Alcohol**

I apply for permission to **sell** alcohol in the Grayshott Village Hall on the following dates:-

**Date(s) of Event:-**

\_\_\_\_\_

**Name of Person responsible for sale:-** \_\_\_\_\_

**Address:-** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Post Code:-** \_\_\_\_\_

**Telephone No:-** \_\_\_\_\_

**Email address:-** \_\_\_\_\_

**I declare that:-**

- I am over 21 years of age
- I have read and will abide by section 4 of the standard conditions of hire and any other instructions given by the Designated Premises Supervisor
- I will personally supervise all sales of alcohol and ensure that any other bar staff who must be over 18 years of age are suitably briefed
- I understand that **IF PERMISSION** to sell alcohol is granted I will be notified in writing

**Signature:-** \_\_\_\_\_

**Date:-** \_\_\_\_\_

**P.T.O.**

## ~ Booking Application Form (continued)~

### Declaration [to be completed in all cases by the person named on page 1]:-

**I declare that:-**

I am over 18 years of age  
I have received a copy of and read the Standard Conditions of Hire

I understand that this booking and any subsequent bookings is/are accepted in accordance with the Standard Conditions of Hire.  
I am a duly authorised representative of the club/organisation on whose behalf this booking is made [if applicable]  
I understand that I will be charged in accordance with the hiring rates prevailing on the date(s) of the booking.

**Signature:-**

\_\_\_\_\_

**Name [please print]:-**

\_\_\_\_\_

**Date:-**

\_\_\_\_\_

**Please send completed form to:-**

Mr G Pullen  
Winnersh  
Grayshott Road, Headley Down  
Hampshire GU35 8JQ

*If you require written confirmation of the booking , **please send a stamped, self addressed envelope with your application** . A copy of this form, endorsed by the booking secretary where indicated below, will be returned to you as confirmation otherwise we can confirm by email.*

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### **[This section to be completed by the booking secretary]**

**Confirmation of Booking:-**

I confirm receipt and acceptance of this booking. The following charges will apply:-

**Deposit:-**

£

**Separate cheque please  
(Refundable)**

Booking Date(s)

Hire fee:-

Music/Alcohol Licence Fees

**Hiring Fee TOTAL**                      £ \_\_\_\_\_ -

**Please make all cheques payable to :- Grayshott Village Hall**

Signed:-

\_\_\_\_\_

Graham Pullen  
Booking Secretary

Date:-

\_\_\_\_\_