



Broxbourne Civic Hall – Booking Form

I hereby apply to hire Broxbourne Civic Hall: (please complete all bold details and in block capitals)

(Please tick requirements)

Main Hall		Dinant Room		Bar Lounge	
Kitchen		Stage		Dressing Rooms	1 2 3 4

- On (Day)..... (Date)..... (Month) (Year)
- **Hall Set-up** From.....am/pm To am/pm (only available for Weddings & Dinner Dances, Max 3 hours, before guests arrive – please see Conditions of Hire)
- **Hall Hire** From.....am/pm To am/pm
- **Kitchen Hire** From.....am/pm To am/pm
- **Organisation/Association etc:**
- **Purpose of Booking:**
- I enclose £..... being Full Payment / Deposit

I am over 18 years of age.
 The Hirer should study the Conditions of Hire before signing this Contract. The signing of this Contract implies the full acceptance of the said Conditions of Hire and the Contract incorporates the indemnity clause described in the said Conditions. If the Hirer wished to vary any of these conditions he/she should consult with Hall manager before executing this Contract; variation of some terms may affect the required Contract sum.

- **Signature of Applicant:** **Date:**
- **Name:** **Daytime (Work) Tel No:**
- **Address:** **Evening (Home) Tel No:**
- **Mobile Tel:**.....
- **Postcode:** **PLEASE CONTINUE OVERLEAF**

OFFICE USE ONLY: **Cheques and postal orders should be made payable to the 'Borough of Broxbourne'**

Spotlight Catering YES/NO
 Spotlight Bar YES/NO

	Hours	Rate	Total	Rec. No	Date	Initials
Set-Up (if applicable)						
Hall Hire						
Kitchen Hire						
F&B Charges						
Marquee (Highlight if required)						
Other Charges e.g. OHP, flipcharts						
TOTAL CHARGES						
Minus Hall Hire Deposit						
Minus F&B Deposit						
TOTAL BALANCE						

Damage Deposit of £..... is due on/...../..... Receipt No..... Date/...../..... Initials.....

Returned £..... Date/...../..... Return to (name).....

Kitchen Deposit of £..... is due on/...../..... Receipt No Date/...../..... Initials

Returned £..... Date/...../..... Return to (name).....

Corkage Fee of £..... is due on/...../..... Receipt No Date/...../..... Initials.....



➤ **Will Catering be provided? (In house caterer or other)** **YES / NO**

(There will be a charge for the use of the kitchens if spotlight catering is not used, if you would like to use spotlight catering please request a form for menu options)

Please give details if using an external caterer:

Caterer:

Address:

.....

Postcode:

Phone:

➤ **Licensed Bar to be provided by us (if applicable)** **YES / NO**

(A Corkage fee will be charged if our bar is not being used and you are providing own drinks)

If NO Are you intending to provide alcohol **YES / NO**

Are you intending to provide soft drinks **YES / NO**

Other chargeable requirements: (Changes and alterations must be passed onto management prior to event)

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➤ **Room Set-up Details (e.g number of Tables & Chairs):**

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➤ **Will an internal Marquee be required in the Main Hall (Chargeable)** **YES / NO**

➤ **Tickets for event to be sold through our Box Office** **YES / NO**

➤ **Will a Piano be required?** **YES / NO**

➤ **Band or Disco Name (if applicable):**

➤ **Approximate Numbers expected to attend:**

➤ **How did you find out about our venue:**