



Charlton Musgrove Memorial Hall Booking Enquiry Form

Date of Function:

Day:

Start Time:

Finish Time:

Please allow time for set up & clear up

Type of Function:

Have you hired the hall before?

Yes

☐

No

☐

Room required

Exclusive use of venue

☐

Main hall only

☐

Meeting room only

☐

Estimated Number of People Attending:

Note the overall capacity of the building is limited to 170 in the main hall and 30 in the meeting room. If tables and chairs are set out, the maximum number is 140

Will alcohol be available at your function?

Yes / No

If Yes: will there be a charge?

Yes / No

Deposit: For bookings over £200, a non-returnable deposit of 25% is required at the time of booking. For certain event types there will be an additional damages deposit of £200 which will be returned after the inspection of the hall once the event is complete & no damage is found. Where damage is identified the cost of the repair will be removed from the deposit and any balance returned.

Name:

Address:

Telephone:

Email:

Bank Sort Code*:

Account Number*:

* For return of deposit

I confirm that I have read, understood, accept and will fully comply with the conditions of hire (currently under review).

Signed (For and on Behalf of the Hirer)

Date

You agree for us to contact you by
(please tick as appropriate)

Email

☐

Phone

☐

Mail

☐

For prices please refer to pricing document available at <https://www.charltonmusgrove.org/hire-charges/> - when booking, please allow sufficient time to set up and clean afterwards so you leave the hall as you found it for the next booking. Our hire t&cs now include additional Covid specific terms which should be noted by all hirers.

Please note: The hall is run by a small team of volunteers, therefore correspondence is mainly by email, so it is important you provide an email address for us to confirm your booking.

Following confirmation of your booking, you will be given a unique payment reference number. Please pay by BACS using your payment reference. Lloyds TSB Sort code 30 93 45 Account no 00765180.

CMMH BEF

Charity Number: CN 304732 Registered name: Charlton Musgrove Memorial Hall

Email: cmvillagehall@gmail.com

Revised: Jun 2021

Address: Shalford Lane, Charlton Musgrove, Somerset BA9 8HF

Next Review: Jun 2022