Booking & Payment Form

The Yarcombe Jubilee Hall

Please return completed form to Yarcombe Hall by email bookings@yarcombehall.co.uk or post a printed copy into the Hall letterbox prior to the booking.

Name of Hirer (Responsible Person)- …....................................................................................

Name of Organisation (if applicable) .........................................................................................

Address .......................................................................................................................................

Postcode .......................................................

Contact Telephone Number .........................................................................

Email Address ............................................................................................................................

Description of hire/event …........................................................................................................

Required: Hall with all facilities and equipment ........................ Hall Car Park Only........................

Purpose of hire/event?(tick) Private/ Family ............... Public/ Business ...............

Date of Event .................................... Specify Day if a regular hire .......................................

Frequency of Hire: (tick) Single .............. Weekly .............. Monthly .............. Other .............

Time of Event (include setting up & clearing away) Start .................... Finish ....................

Will Alcohol be sold at event? (tick) Yes ............... No ...............

If you ticked 'yes' and intend to sell alcohol it is the Hirers responsibility to obtain a Temporary

Events Notice (TEN) from the local authority. Apply online at <https://eastdevon.gov.uk/licensing>

**Hall Hire Charges**: Hall with all facilities & equipment: £15/ hour

 Election: £300

I confirm and agree to Hall Hire Charge of £............ x …......... hours Total amount to pay £..............

and agree to pay the full amount before or within 10 days of the hire date.

**Payment:** by cash, cheque (made payable to: Yarcombe Jubilee Hall) or by BACS:

Yarcombe Jubilee Hall, Account Number: 01719831, Sort Code: 30-94-36 (Lloyds Bank) Reference: Initials & Hire date. Hall Treasurer treasurer@yarcombehall.co.uk or 07709 169013.

**Declaration:** I have read, understood and will abide by the Hall Conditions of Hire and policy management documents, which can all be found on the hall website [https://yarcombehall.co.uk](https://yarcombehall.co.uk/)

Signed ...............................................Print Name .............................................Date ....../......../20.....

*Note: a booking is not finalised until this signed form is returned and you receive a confirmation email.*

*Full or partial payment may be required to confirm booking.*

*Yarcombe Jubilee Hall Management Committee reserve the right to refuse any request to book the Hall.*

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number: 301024

May 2025

Reviewed at least Annually

Next Annual review May 2026