

BURTON MEMORIAL HALL

Main Street, Burton in Kendal, Cumbria LA6 1NA

Burton Memorial Hall is registered with the Charity Commissioners in England & Wales, charity no 505018.

PRIVATE PARTY & SOCIAL FUNCTION BOOKING FORM

By submitting this booking form you are accepting the
Burton Memorial Hall Standard Conditions of Hire

Hirer:

Full Address:

Phone: Email:

Purpose:

Date:

Time: From To:

Any set-up time and clear-up time must be pre-arranged with the Secretary/Manager

Do you intend to hire a bouncy castle for your event? YES / NO (delete as appropriate)

If yes, give the full name and address of the supplier of the bouncy castle:

Please note that any bouncy castle used in the hall must be supplied and erected by a reputable supplier and covered by their Public Liability Insurance Certificate with an indemnity limit of at least £5m, a copy of which must be provided with this booking form. Use of the bouncy castle must be supervised in accordance with instructions provided by the supplier. Burton Memorial Hall accepts no responsibility for damage or injury arising from the operation, use, or failure of bouncy castle equipment.

Will food be provided at your event? YES / NO (delete as appropriate)

If YES to food give the name of the caterer or state SELF if no caterer hired

Will alcohol be available at your event? YES / NO (delete as appropriate)

If YES to alcohol then you must include the fee for use of our alcohol license overleaf.

All hirers must abide by our Safeguarding Policy as part of their booking.

BOTH SIDES OF THIS FORM MUST BE COMPLETED

Please indicate below the number of hours you want to book each room for:

Main Hall:	<input type="text"/>	hours @ £20/hr	£	<input type="text"/>
Reception Room:	<input type="text"/>	hours @ £14/hr	£	<input type="text"/>
Main Hall Kitchen**:		per booking @ £12	£	<input type="text"/>
(** only if hob and/or oven are to be used)				<input type="text"/>
Rec Room Kitchen**:		per booking @ £12	£	<input type="text"/>
(** only if hob and/or oven are to be used)				<input type="text"/>
Deposit Main Hall:		per booking @ £50	£	<input type="text"/>
Deposit Rec Room:		per booking @ £30	£	<input type="text"/>
Alcohol License:		per booking @ £22	£	<input type="text"/>

Prices effective from 1st July 2023

Please indicate below which extra free facilities you require the use of:

Stage (Main Hall)	YES / NO (delete as appropriate)
Wall Lights (Main Hall)	YES / NO (delete as appropriate)
Under 5-s Children's Toilets (Main Hall)	YES / NO (delete as appropriate)
Water Urn/s (for hot drinks)	YES / NO (delete as appropriate)
Projection Screen (Reception Room only)	YES / NO (delete as appropriate)
Digital Projector	YES / NO (delete as appropriate)
Microphone & Loudspeaker	YES / NO (delete as appropriate)

Total Hire Charge & Deposit: £

Payment by cheque payable to Burton Memorial Hall, or via BACS to account name:
Burton Memorial Hall Management Committee, sort code: 20-47-61 account no: 80222216.

Please tick to indicate payment method:

I enclose a cheque I have paid by bank transfer (BACS) using my surname as reference

**On completion please return the form to the Secretary/Manager,
Mrs Helen Dawson, 5 Burton Park, Burton, Carnforth LA6 1JB.
If you have any queries about your booking please call 01524 782277
or email bmh.bookings@burtonweb.org.uk**

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