



TETSWORTH MEMORIAL HALL
HIGH STREET, TETSWORTH, THAME OX9 7AB
www.tetsworthmemorialhall.co.uk
 ☒ bookings@tetsworthmemorialhall.co.uk
BOOKING FORM – Occasional hire
Registered Charity Number 900419
VAT number: 165 0741 17
 📞 **07518 989654**

Details of Hirer

Name of Authorised Representative or Individual Hirer	
Address for Correspondence	
Contact Telephone Number	

Details of Hire

Date	
Times (you are to include time to set up, clear away and clean)	

Hire Payment & Deposit

The BOOKING is held provisionally in the Hall calendar for 7 days from the initial enquiry. The BOOKING is only taken as confirmed on the Booking Clerk's receipt of a completed and signed booking form from the hirer, the correct deposit and full payment for the period of hire. The CODE for the KEY SAFE will be sent to the hirer in a separate email once the booking process is completed

Hire Fee		Please credit the hire fee to: Tetsworth Memorial Hall Santander Business Account Account No 19368307 Sort Code 090151 Reference: XXXX Cheques Payable to Tetsworth Memorial Hall c/o 50 High Street, Tetsworth OX9 7AS
VAT		
TOTAL		
Deposit		

Sale of Alcohol

Sale of Alcohol requires the Hirer to obtain a **Temporary Event Notice** from South Oxfordshire District Council. A copy of the TEN must be sent to the booking clerk five (5) days in advance of the date of the event.

Do you intend to sell alcohol at your event?	YES, I intend to sell alcohol at my event. I shall abide by the conditions of the Licensing Act 2003. Furthermore I have read, understood and will abide by TMH's alcohol policy set out in the terms and conditions of hire.	Signature
	NO, I do not intend to sell alcohol at my event.	Signature

Signatures

I, the hirer, agree to the conditions of hire and declare that the information given is correct to the best of my knowledge.	Signature
For Tetsworth Memorial Hall	Signature