**Neroche Hall, Bickenhall, Taunton TA3 6TY Reg Charity No 275573**

For enquiries, please contact Booking Secretary, Sarah Hyde

Email: nerochehall.bookings@gmail.com Tel: 01823 481094

Stuckeys Cottage, Curland, Taunton, Somerset, TA3 5SA

**Booking Form**

**By signing this form, you are agreeing to abide by our Terms & Conditions of Hire**

The Trustees of Neroche Hall undertake to keep your information secure. Information will not be shared with a third party. We are required to keep records for seven years for financial purposes.

|  |  |
| --- | --- |
| Contact Name of Hirer |  |
| Organisation, if applicable |  |
| Address of Hirer |  |
| Email address |  |
| Telephone |  |
| Date of Hire |  |
| Time of Hire (including setup and clearing up) | From To |
| Nature of Event-.see list on Conditions of Hire |  |
| Anticipated number of people attending (max 200) |  |
| **Alcohol Licence-** If you will be selling Alcohol and would like to apply for permission to use the Hall’s licence it is required that you complete a separate form…see Appendix 3. There is an additional charge of £25 to use the Hall’s licence. Otherwise please apply for a TENS licence from Somerset West and Taunton Council. | |
| Will alcohol be available? |  |
| Will alcohol be on sale? |  |
| Do you require access to the carpark for vehicles over 2.2m ? |  |
| **Rooms Required** | Please tick as required |
| Main Hall |  |
| Main Hall and Kitchen |  |
| Committee Room |  |
| Committee Room and Kitchen |  |
| Whole premises |  |
| Total fee due |  |
| Fee enclosed: (please state if using BACS) |  |
| Minimum 50% fee payable on booking. Balance will be invoiced by Booking Secretary. Please send cheque payable to NEROCHE HALL together with a signed copy of this form to Booking Secretary, address as above.  **BACS details: Lloyds Bank Sort code: 30-98-97 A/C no --58055068 Name of A/C- Neroche Hall** | |

**PLEASE SIGN DECLARATION BELOW & RETURN TO BOOKING SECRETARY**

Declaration: I have read and understood and agree to abide by the Neroche Hall **Terms and Conditions of Hire**, and any further conditions specific to this individual hire.

I agree to pay the full amount indicated prior to the booking taking place and to return the hall and all its property to a representative of the hall committee in a fit state and within the agreed timeframe.

**Note: It is the Hirer’s responsibility to switch off all Heating units and Lights after use. An**

**additional charge may be payable for units left on after period of hire.**

**Signed ……………………………………………………………( Hirer) Booking secretary…………………………………………….**

**Date………………………………. Date………………………………………………**