

# Woodcote Village Hall

Woodcote Village Hall Management Committee

## BOOKING REQUEST FORM

**Please complete and return this form to:**  
**WVH Booking Clerk, 19 West Chiltern, Woodcote, Reading RG8 0SG**  
**E-mail: woodcote\_v.hall@btinternet.com. Tel: 01491 681419.**  
 A Hiring Agreement will be sent to the Hirer, together with Conditions of Hire.  
 All invoices and deposits are to be paid in accordance with said Hiring Agreement.

**Name of Hirer:** .....

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

**Address:** .....

Post Code: ..... Tel No: ..... Email: .....

**PURPOSE OF HIRING** .....

Date(s) required .....

Please quote which room is required from the following:  <b>Main Hall</b> (max 100) <b>Pavilion/Small Hall</b> (max 50) <b>Function Room</b> (max 40) <b>Committee Room</b> (max 25) <b>Changing Rooms</b> (Ch Rm), <b>Showers</b> (Sh)  Main Hall and Pavilion have access to main kitchen. Function Room has its own Bar and kitchenette – please indicate if the Bar and kitchenette are required.	<b>ROOM(S) REQUIRED</b> ..... .....  <b>TIME (S) REQUIRED</b> .....  Booking sessions for each hall are: 9 am – 1pm 2 pm – 6 pm 6pm – midnight (1 am Fridays & Saturdays)
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**The maximum number of persons (including staff and entertainers) allowed at the premises shall not exceed 150**

Please indicate as appropriate					
Will the kitchen be used for beverages and refreshments?	Yes/No		Will music be involved?	Yes/No	
Will the kitchen be used for a full meal	Yes/No		Will the piano be used?	Yes/No	
Will admission be open to the public?	Yes/No		Will alcoholic drinks be served?	Yes/No *	
Will there be a charge for admission?	Yes/No		Will alcoholic drinks be sold?	Yes/No *	

\* In accordance with Premises Licence no 3945 and the 2003 Licensing Act, Designated Premises Supervisor (DPS) has been appointed for Woodcote Village Hall:

**Mr John McCarthy, Black Lion Pub, Greenmore, Woodcote, RG8 ORB, Tel: 01491 680625.**

No alcohol may be supplied or sold on the premises without the prior written authority of the DPS. You are required to complete Page 2 of this Booking Request in consultation with Mr McCarthy if you plan to supply or sell alcohol.

/cont'd

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## **BOOKING REQUEST FORM PAGE 2** **to be completed if alcohol is being supplied or sold**

Before completing this part of the form we would recommend, if you have not already done so, that you telephone the Booking Clerk to check availability of the hall.

### **PLEASE COMPLETE PART A OR PART B**

#### **Part A: To be completed if alcohol is being supplied by the Black Lion.**

Supply/sale of alcohol on..... (date) will be undertaken by Mr John McCarthy, Black Lion.

Signed..... (Hirer) Name in Capitals.....

Signed..... (DPS) Date .....  
(John McCarthy)

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#### **Part B: To be completed and signed by John McCarthy if alcohol is being supplied or sold by parties other than the Black Lion.**

Supply/ Sale\* of alcohol on ..... (date) is being undertaken by the Hirer:

..... (name) with the full authority of the Designated Premises Supervisor.

The Hirer confirms that he/she has fully disclosed the details of the event/hire to the DPS and has received full instruction as to the supply/sale of alcohol for the event from the DPS. The Hirer confirms that anyone assisting him/her in the supply/sale of alcohol will receive the same instruction. The DPS reserves the right to deny access to individuals.

\*delete as applicable

Signed..... (Hirer) Name in Capitals.....

Signed..... (DPS) Date .....  
(John McCarthy)