

# 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.

## STANDARD GROUPS & ACTIVITIES BOOKING FORM

### YOUR DETAILS

Hirer Name:	<input type="text"/>		
Full Address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>
Name of Group:	<input type="text"/>		
Dates & Times Required:	<input type="text"/>		

You are allowed 15 minutes set-up time and clear-up time either side of the booked hire times. Any time beyond that must be pre-arranged with the Secretary/Manager and will be billed at the usual hourly rate for the room used.

### CATERING AT THE HALL

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 each date) for the 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**

# ROOMS AND FACILITIES REQUIRED

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

Main Hall:	<input type="text"/>	hours @ £14/hr	£	<input type="text"/>
Main Hall Kitchen**:	per day used @ £12		£	<input type="text"/>
(** only if hob and/or oven are to be used)				
Reception Room:	<input type="text"/>	hours @ £12/hr	£	<input type="text"/>
Rec Room Kitchen**:	per day used @ £12		£	<input type="text"/>
(** only if hob and/or oven are to be used)				
Club Room:	<input type="text"/>	hours @ £10/hr	£	<input type="text"/>
Meeting Room:	<input type="text"/>	hours @ £10/hr	£	<input type="text"/>
Alcohol License***:	per day booking @ £22		£	<input type="text"/>
(***) only if alcohol is served)      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:**

£

Payment may be made 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:

<input type="checkbox"/>	I enclose a cheque for the above total
<input type="checkbox"/>	I have paid by bank transfer (BACS) using my group's name as the payment reference
<input type="checkbox"/>	I will pay on receipt of the invoice

By submitting this booking form you are accepting the Burton Memorial Hall Standard Conditions of Hire & the COVID-19 Special Conditions of Hire.

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](mailto:bmh.bookings@burtonweb.org.uk)