



## THE MANDEVILLE HALL, KIMBOLTON

Registered Charity No. 302646

### **BOOKING FORM**

All bookings are subject to the Terms and Contract of Hire Agreement and the Health & Safety Policy  
Please complete using CAPITALS return to: The Bookings Secretary 35 Thrapston Road, Kimbolton. PE28 0HW  
Email: enquiries.mandevillehall@gmail.com

**Name:**

**Address:**

**Postcode:**

**Email:**

**Day Tel:**

**Eve Tel:**

**Mobile:**

**Commercial or Social Event**

**Type of Function/Activity:**

**Public/Private Event:**

**Date/s Required:**

**Times:**

(please allow adequate time to set up and clear away) You are expected to clear the hall at your leaving time.

Entering:

Start of Function:

End of Function:

Leaving:

**NOTE: Only full hours  
can be booked – no part hours  
(Minimum 2Hrs)**

**NOTE: Commercial Bookings:** We will require to see the following documents if appropriate to the nature of your activity. DBS checks, Child Protection Policy, Public Liability Insurance and PPL/PRS License

☐

**Facilities:**

Select which hall/s you wish to book:

Main Hall and/or Community Hall

Will you be using the Bar (**Main Hall**) to sell alcohol: (refer to booking instructions)

Yes/No

If you wish to sell alcohol please provide the licence holders name and Personal Licence number (will need to be authorized by the hall DPS)

Will you be playing music, recorded or live:

Yes/No

Will you require use of the Dinner Service:

Yes/No

Will you require use of the Audio/Video System (**Main Hall**):  
(Note: HDMI, Blue Tooth, Phono and 15 pin "D" connection)

Yes/No

**Please note the individual charges for the above facilities – see Booking Instructions**

**Important: The use of any 3<sup>rd</sup> party entertainment or equipment at your event must be authorised in writing by the Committee before your booking is submitted.**

I have received copies of The Mandeville Hall Terms & Contract of Hire Agreement, Booking Instructions, and Health & Safety Policy and understand that along with this Booking Form constitutes the agreement between us. I include the £10.00 booking fee.

Signature of hirer:

Date:

**NOTE: An invoice will be sent to you which must be paid in full 14 days prior to your event.**

---

**Hall Use Only:**

Hourly rate:

Bar:

Audio/Video:

Deposit:

Dinner Service:

Licence:

Additional charge:

Booking fee: