

# Booking Form

Odcombe Village Hall, Old Road, Higher Odcombe, Yeovil, BA22 8XP

Charity No. 304602

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Name (Person responsible for hire) :-

Address: -

Contact Tel. No.

Email Address: -

Bank Details: Name on Account  
(so that we can return your deposit after the event)

Sort Code:

Account Number :

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Date and time booked online:

Type of Event :

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Please thoroughly read both the booking form and the Standard Conditions of Hire. You will need to meet a Trustee to be shown around the hall prior to your booking and you will be told how to access the key for entry.

On entering the hall please ensure that you **unlock both sides of the entrance doors (required to meet Fire Safety Standards)** and make yourself and your group aware of the emergency information contained in the 'Welcome to Odcombe Village Hall' folder in the Foyer.

The hire period includes all preparation and clearing time for the event and the hall should only be occupied for the agreed hire period.

**Please ensure that you make all outside caterers and bar staff aware of this.**

**The total cost of the booking is due for payment immediately to secure your booking. This includes a deposit of £100 on top of the hire charge. Following your event, this deposit will be refunded, providing there is no damage to the property.**

**N.B.** A charge of 50% of the total cost of the hiring, will be taken from your deposit, on any booking cancellation with less than 21 days' notice.

**Online banking details:- ODCOMBE VILLAGE HALL**

**Account No: 68796676 Sort Code: 60-24-37**

N.B. This booking does **NOT** allow any event or activity outside of the hall building, except for the patio area. To use any of the land beyond the patio or to utilise the car park for anything other than car parking (e.g. car boot sale) please seek permission from Odcombe Parish Council's Clerk – Email: [clerk@odcombeparishcouncil.gov.uk](mailto:clerk@odcombeparishcouncil.gov.uk). Tel: 0754 964 3402 If you intend to serve food outside the building please inform the Clerk who will pass your application to South Somerset District Council's Land & Property Officer (01935 462 462 / [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk))

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Is the stage required? (additional charge)

Are you intending using a bouncy castle?

**If YES please refer to Standard Conditions of Hire and note the £5 additional charge for electricity usage.**

Cutlery, wine, half pint & pint glasses, water carafes are available for your use as well as a selection of crockery (cups, saucers, mugs, plates, dishes) **this is all included in your hire charge fee.**

Odcombe Village Hall has a Premises Licence authorising the regulated entertainment and licensable activities at the indicated times overleaf. Please confirm below which licensable activities will take place at your event.

Activity		Times for which the activity is licensed	Indicate activities to take place at your event
A	The performance of plays	12:00 to 23:00	
B	The exhibition of films	12:00 to 23:00	
C	Indoor sporting events	09:00 to 23:00	
D	The performance of live music	09:00 to 23:30	
E	The playing of recorded music	09:00 to 23:30	
F	The performance of dance	09:00 to 23:30	
G	Entertainments similar to those in A – F	As shown in similar event A – F above	
H	The supply of alcohol	10:00 to 00:00	

Have you indicated at H above that alcohol will be available at your event?

If you answer YES to the above question you will need to advise the Booking Secretary before you arrange for a bar to be provided. There is no obligation on the village hall committee, which has a Premises Licence including the sale of alcohol to provide a bar for any hiring. If you use a licensee to run a bar, a Temporary Events Notice (TEN) may need to be applied for from SSDC Licensing Tel: 01935 462462.

Please obtain the consent of the management committee before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fund-raising by the hall management committee and local voluntary organisations.

You will need to provide your own tea towels, oven gloves, table linen, etc. And please ensure anything you use is clean, dry and returned to the place you found it. A dishwasher is available to hire at an additional cost.

**At the end of your event all rubbish must be removed from the hall and disposed of by the hirer, including waste from caterers or a bar. Failure to do so will incur a charge of £25, this will be taken from your deposit.**

**Please leave the hall in a clean and tidy condition (as found). Please do not wash the polished floor unless a spillage has occurred – just sweep it and spot clean any sticky patches. Any damage to the floor through use or cleaning will incur a charge taken from your deposit. Thank you**

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I have read and understood the above form and Standard Conditions of Hire and accept responsibility for their implementation for my hire of Odcombe Village Hall. I understand that any infringement of these terms and conditions may result in the loss of my deposit.

Signed :-

Print Name: -

On Behalf of Organisation (If applicable) :-

On behalf of (organisation/business)

**To secure booking please email the completed form to [odcombehallbookings@gmail.com](mailto:odcombehallbookings@gmail.com) together with your online payment, within 5 days.**

**If the form and deposit are not returned within 5 days it will be assumed that the booking is NOT required and the date/time will become vacant again.**