

# FELBRIGG VILLAGE HALL – BOOKING ENQUIRY FORM

TITLE: .....FORENAME: .....SURNAME: .....

ADDRESS:.....

POSTCODE: .....PHONE: .....EMAIL: .....

ORGANISATION/GROUP: ..... YOUR POSITION.....  
(if applicable)

RESPONSIBLE PERSON, OVER 18, IN CHARGE OF THE EVENT: .....

PROPOSED EVENT DETAILS: .....

HIRE DATE(S): .....

SESSION: MORNING 9am-1pm    AFTERNOON 1pm-5pm    EVENING 5pm-9pm    HOURLY  
(Please circle choice)

TIMES OF BOOKING IF HOURLY.....

FREQUENCY:    ONE OFF        WEEKLY        MONTHLY        OTHER (provide details below)  
(Please circle choice)

OTHER please provide details: .....

KITCHEN USE:        YES            NO  
(Please circle choice)

WILL ALCOHOL BE SOLD AT YOUR EVENT:        YES        NO  
(Please circle choice)

If you intend to sell alcohol at your event, then at least 10 days before your event you must apply to North Norfolk District Council and pay for a Temporary Event Notice (TEN). On receipt of your licence a copy must be provided to the booking secretary prior to your event.

## ADDITIONAL INFORMATION

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**GDPR** We take your privacy very seriously and will never share your data with anyone. Please confirm your acceptance that we can use your information for the purposes of processing your booking application by ticking the box below.



I consent to my submitted information being stored and used for a response to my booking enquiry or future queries about my booking.

**I confirm that I have read and understood the Conditions of Hire and that I agree to abide by them. Agreed Hire Charge £ .....**

**Signature of the responsible person :** .....

**Date:** .....

**Email to:** [contact@felbriggvillagehall.co.uk](mailto:contact@felbriggvillagehall.co.uk) – Any queries call - 07950039218

[www.felbriggvillagehall.co.uk](http://www.felbriggvillagehall.co.uk)