

Booking Clerk

Mobile: 07905 215993

Email: hallbookings@theseavingtons.orgWebsite: www.theseavingtons.org**Seavington Playing Field Association**Incorporating **Seavington Millennium Hall**Water Street, Seavington St Mary
ILMINSTER, Somerset, TA19 0QH

Hire Enquiry Form

Details of Hirer

Name of Hirer:	
Organisation:	
Contact address	
Contact email:	
Contact telephone	

Premises

Main Hall	
Meeting Room	
Sports Block	
Football Pitch	

Options

Stage Lighting	
Audio System	

Hire Period

	Date	Start Time	End Time
Hire Details			

Event Details

Type of Event: (e.g. football, wedding, dance, meeting, exercise class etc.)	
Estimated number of people attending: (Subject to capacities as detailed in Standard Conditions of Hire)	

Consumption of Alcohol

Will alcohol be made available during this Hire Period	Yes / No
Will alcohol be sold during the Hire Period?	Yes / No

Note: In order to comply with the licencing laws if you are going to be selling alcohol, you personally are required to apply for and obtain a TENS (Temporary Entertainment Notice) from South Somerset District Council. In accordance with the Hire Terms and Conditions, confirmation of the TENS must be provided to the Booking Clerk prior to the Hire Period.

Additional Hire Information

(including any special requirements)

Please tell us how you came to select the Seavington Millennium Hall and Playing Field for your event?

(E.g.: Live or know someone in the village, have booked the Hall before, have attended events here before, etc.)

Booking Confirmation

Booking Fees

Total Booking Fee for Hire Period including £10 administration charge.	£
Payment upon receipt of invoice by cheque or by direct bank transfer to Seavington Millennium Hall	

Declaration by Hirer

I confirm that I have read, understood and agree to abide by the Hire Terms and Conditions together with any additional conditions made by the Committee specific to this booking. I agree to pay any outstanding balance of the Total Booking Fee prior to the Hire Period and accept that failure to do so may void the booking. I acknowledge that this booking does not become binding upon Seavington Playing Field Association and Seavington Millennium Hall until an authorised Committee representative approves and signs it.

Signed by Hirer	Signed by Committee Representative
Date	Date