



est. 2011

# BISHOPS NYMPTON PARISH HALL

## PRIVATE FUNCTION BOOKING FORM

contact: [bookings@bishopsnymptonparishhall.org.uk](mailto:bookings@bishopsnymptonparishhall.org.uk)  
or Kate Swanzy: 07305812174

Name of Contact:	
Date of Function:	
Address:	Postcode:
Resident within which Parish?:	
Telephone Number:	or:
E-mail:	

Please state the type of function **or** select from the list below: *circle appropriate pricing box below*  
(for residents within Bishops Nympton Parish a reduced rate applies; Bishops Nympton residents ONLY)

rate      res.rate      bond req.

<b>Children's Party (up to age 15)</b> - includes hall and kitchen, 5 hour session to be arranged with booking secretary	<b>£60</b>	<b>£40</b>	<b>£50</b>
<b>Luncheon / Afternoon Party</b> - includes hall and kitchen, timings that include 'lunchtime period' and kitchen beforehand for onsite food preparation	<b>£75</b>	<b>£50</b>	<b>£50</b>
<b>Evening Party</b> - includes hall, Dennis Gunn room and kitchen, all facilities available from 6pm for setting up unless pre-arranged with booking secretary	<b>£120</b>	<b>£80</b>	<b>£200</b>
<b>Full Day Event (8am - 5pm)</b> - includes hall and kitchen i.e. fundraiser event/day club/open day/funeral/christening - extra time required is subject to a small fee, please speak to our booking secretary for more information	<b>£120</b>	<b>£80</b>	<b>£50</b>
<b>Half Day Event (up to 5 hours)</b> - includes hall and kitchen, i.e. meeting/seminar/coffee morning/funeral/christening or any half day booking	<b>£60</b>	<b>£40</b>	<b>£50</b>
<b>Kitchen Only (per 5 hour session)</b> - full use of all kitchen facilities, maximum 5 hour session - <b>HIRER IS LIABLE AND ALL BREAKAGES WILL BE CHARGED FOR</b>	<b>£30</b>	<b>£15</b>	-

<b>Other:</b>
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<b>Additional Space available:</b>	rate	res.rate
<b>Dennis Gunn Room</b> - measuring 4.2m x 6.7m can adjoin hall via bi-folding doors and kitchen through small catering hatch (available per session- 9am-12pm, 12pm - 6pm, 6pm-12pm)	<b>£30</b>	<b>£15</b>

**Start Time(incl. set up):**

**Finish Time (incl. tidy up):**

**Do you require Bishops Nympton Community Club to provide a bar at your event?** YES  NO   
*there is no fee for this bar service* please contact Kate Bevan at: [bishnymclub@outlook.com](mailto:bishnymclub@outlook.com) / 07770332530

**If you choose to use an alternative licensed outside bar there will be a charge of £100.**

\* Please note - if you are using an alternative method to sell alcohol a licence will be required, allow 21 days to apply for a Temporary Event Notice (TENs) from North Devon Council, a copy MUST be sent to the Booking Secretary PRIOR to your event taking place.

**Running your own bar requires a licence also but does not incur a fee.**

I have read the terms & conditions and agree to adhere to them and understand that the bond payment will not be reimbursed should any of these stipulations be breached; I recognise that the premises must be in a re-hireable condition before end of agreed hire time.

**signed:**

**date:**

**Once completed please send a signed copy of this form along full payment and bond payment to:**  
**Kate Swanzy, Little Kidland, Knowstone, South Molton, EX36 4RT**  
Cheques made payable to Bishops Nympton Parish Hall or by BAC's account: 61063479 sort:55-50-29