**Bugthorpe War Memorial Institute**

**Barf Lane Bugthorpe York YO41 1QG**

**BOOKING FORM 2022**

**Please complete and return to:**

**Bob Crow, Bugthorpe Post Office or**

**Janet Wardell, Primrose Hill Farm, Bugthorpe, YORK YO41 1QU**

**Or email to:** **jmwardell163@gmail.com** & **crowbugpo@gmail.com**

**APPLICATION DETAILS**

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| **Name and/or Organisation:** |
| **Address:** |
| **Email:** |
| **Telephone:** | **Mobile:** |
| **Event:** |
| **Hearing loop required:** | **YES** | **NO** |
| **Date of Hire:**  | **Time from:** | **Until:** |
| **Total hours: @£15.00 per hour (calculated to nearest half hour including setting up time)** |
| **TOTAL COST: £ (Bank Details. Sort: 09-07-21 Account: 50979800)** |

**Useful Information**

* **Key is available from the Post Office during opening hours. Post back through Post Office letter box after use.**
* **Heating switch is in large wall cupboard in main hall (2-hour turn-timer).**
* **Hot water switch is in cupboard in small meeting room (2-hour turn-timer).**
* **Tables, chairs, crockery and cutlery all included in hire fee.**
* **Bar facilities available with prior notice.**
* **Please provide tea towels and washing up liquid.**
* **Please do not use blu-tac, tape or drawing pins anywhere in the hall except inside the fold-away display boards. Please remember to remove your displays before leaving.**

**For booking conditions see over.**

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| **Cash, cheque or BACS payments accepted. Please make cheques payable to:****Bugthorpe War Memorial Institute****(Bank Details. Sort: 09-07-21 Account: 50979800)****Send or deliver to: Bugthorpe War Memorial Institute** **C/O The Post Office** **Main Street** **YORK** **YO41 1QG****Payment is due no later than 7 days after the event takes place.** |

**Bugthorpe War Memorial Institute**

**Barf Lane – Bugthorpe - York - YO41 1QG**

**Conditions of Use**

* Grassed area must not be used for parking.
* Outdoor lighting is sensor operated and can be controlled by the identified switch in the entrance foyer.
* Please observe food hygiene regulations when using kitchen and all equipment.
* Please keep kitchen window closed and use extractor unit when necessary.
* Please report all breakages and damage to the booking secretary as soon as possible, breakages must be paid for.
* Please wash and replace all crockery and cutlery to the original cupboard/drawer.
* Kitchen surface should be wiped clean and floor swept or washed as necessary.
* Chairs and tables should be stacked in storage cupboard at the end of the hall.
* Please empty all internal bins and take your bagged rubbish away with you.
* Please sweep main hall and entrance at the end of your event.
* Leave curtains open.
* Before leaving the hall check that all equipment and lights have been turned off and that windows and doors are secure.

If you have any concerns or problems, please contact a member of the committee:

|  |  |  |
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| CHAIRMAN | JANET WARDELL | 01759 368152/07756968009 |
| TREASURER | ROBERT CROW | 01759 368298/07970 531174 |
| MINUTES SECRETARY | SHEILA BEAN | 01759 368301 |
| COMMITTEE MEMBER | ANNERLEIGH HARRISON | 07981962421 |
| COMMITTEE MEMBER | FRAN MIDGLEY | 01759 368690 |
| COMMITTEE MEMBER | KIT RICHARDSON | 07746139862 |
| COMMITTEE MEMBER | DAVID FIELDING | 07985235516/01759368152 |

Bugthorpe War Memorial Institute is looked after by a committee of volunteers for use by the village and wider community. Please look after the hall and leave it as you would like to find it. The committee appreciates any feedback or suggestions as to how the facilities can be improved for the benefit of all users.

**THANK YOU FOR SUPPORTING BUGTHORPE WAR MEMORIAL INSTITUTE**