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| <https://haccombewithcombe.co.uk/hearn-field> |

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Description automatically generated

Booking Request for:

The Pavilion and Hearn Field. TQ12 4RR

**Event/Casual Hire Booking Application**

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| **Hirer/Responsible Person Information** |
| Name:  Organisation if applicable: |
| Address: |
| E-mail:  Landline #:  Mobile #: |
| **To book Hearn Field Facilities you will currently be resident in the Parish of** **Haccombe with Combe or involved in the community.** A booking may be granted at the discretion of the Hearn Field Committee of the Parish Council. On this basis please complete one of the following boxes: |
| -I am a current resident of Haccombe with Combe (Indicate Y/N) |
| -I am currently involved in the Parish community and activities (Please describe)  (Examples: I help with the Village Show, I’m a member of the HF Grounds Team, I own land in the Parish) |

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| **Proposed Booking Request Details** | | |
| Nature of event (Commercial or non-commercial, local community, family purposes etc)  Purpose/activity (Party, meeting, display, training/educaton etc)  **Special note: ALL amplified music must finish by 22:30hrs and premises vacated by 11pm** | | |
| Date(s) of hire: | Start time of the event:  End time of the event: | Total time: |
| Approx. number of people attending: | Total length of hire (inc set up and clear up): | Total days/hours: |
| **Additional Requirements** | | |
| Temporary Structures eg marquee. Please specify approx size and number | | |
| Additional parking on the field? Please specify approximate number | | |

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| **Declaration** | | | | |
| I have read and agree to be bound by the Parish Council’s **Conditions of Hire** which are available to view on the website. ADD LINK HERE | | Yes | | No |
| I accept full responsibility for risk assessments, insurances and TENs licences where required. | | Yes | | No |
| Signature(s) of Hirer/Responsible Person(s) | | Date: | | |
| **Confirmation of Booking – to be completed by the Bookings Officer** | | | | |
| Hire Charges:  £12 per hour for Parishioners of Haccombe with Combe  Wedding reception fees available on request.  Fees for regular bookings also negotiable . | Total fee due: £  Please note:  **Booking fees are** **payable in full and in advance**. The booking is confirmed ONLY when payment has been made (and cleared) to the Haccombe with Combe Parish Council. | | | |
| Payment Details:  Account Name: Haccombe with Combe Parish Council  Account Number: 00179338  Sort Code: 30-96-06  Please use Hirer’s name as a reference on BACs payments | Date Payment Received:  Booking Confirmed with Hirer: | | | |
| Signature of Booking Officer: | | Date: | |