

Fenstanton Community Hall

BOOKING REQUEST FORM

Please complete this fillable form to request a venue booking. Submitting this form does not guarantee a reservation; a representative will contact you shortly to confirm availability.

1. Contact Information

Full Name / Organisation:

Contact Person (if separate):

Email Address:

Phone Number:

Billing Postcode:

Billing Address:

2. Booking Type & Event Details

Booking Type: One-Off Event Multi-Date / Block Regular / Recurring (e.g. Weekly)

Type of Event (e.g. Class, AGM): Est. Attendance:

For One-Off / Multi-Date: *Specify exact date(s) required:*

For Regular Bookings: *Frequency & Day (e.g. Every Tue):*

Access Booking Times (Applies to all dates selected above):

Arrival / Set-up Start:

Event End Time:

Event Start Time:

Departure / Cleaned:

3. Facilities & Equipment Required

Please tick all relevant selections for this reservation:

Main Hall Only

Kitchen Facilities (Full use with oven/hob)

Community Space

Kitchen Facilities (Light refreshments only)

Stage

Sound System (Microphones & speakers)

Tables and Chairs set-up required

Other equipment required (please specify):

4. Alcohol & Licensing

Will alcohol be consumed at this event? Yes No

Will alcohol be sold at this event? Yes No

Note: Fenstanton Community Hall does not have a premises alcohol licence. If you plan to sell alcohol, you must obtain a Temporary Event Notice (TEN) from Huntingdonshire District Council. Please consult the bookings secretary before applying.

5. Additional Comments or Special Requests

Please use this space for any layout requests, specific equipment needs, or general questions:

6. Declaration & Agreement

By signing below, I agree that I am over 18 years of age and that I accept the standard Terms and Conditions of Hire for the Fenstanton Community Hall (including deposit, cancellation, and cleaning policies).

Applicant Signature:

Date:

How to Submit:

Please return your completed form via email to contact@fenstantonvillagehall.org or drop a printed copy into the bookings mailbox at:

Fenstanton Community Hall, Crest Drive, Fenstanton, Cambs PE28 9BR

For urgent enquiries, please call 07496 870331