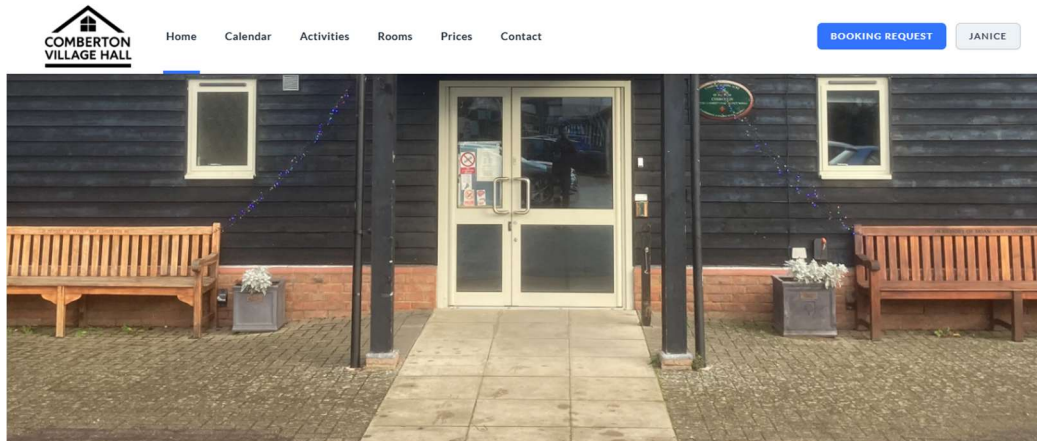





## Instructions how to make a booking at Comberton Village Hall

From the main webpage click [blue booking request button](#)



Select either **Standard** or **Affiliated Group** booking form

[Home](#) [Calendar](#) [Activities](#) [Rooms](#) [Prices](#) [Contact](#) [BOOKING REQUEST](#) [JANICE](#)

### Registration

All booking requests require users to register with this site. Once registered, you can view and manage your bookings, quickly add new bookings and view any invoices you have been issued.

### Request a booking

Fill out the form on this page to submit a booking request. Our admin team will review your request, confirm the price and availability of your time slots and equipment and reply to you as soon as possible.

### Standard booking form

Click below to make a booking

[BOOK NOW](#)

### Affiliated Groups booking form

Booking form for Affiliated Groups

[BOOK NOW](#)

Select most appropriate category for your booking (see descriptions below)

## Comberton Village Hall Booking Request Form



Please select the most appropriate category for your booking request:

**Comberton resident:** Person hiring the hall lives in the village for a private party

**Non-resident:** Person hiring the hall lives in nearby villages/ towns for a private party

**Affiliated village group:** Village group approved by Trustees and paid up membership fees

**Community group:** Not for profit voluntary group

**Community commercial:** groups or individuals hiring hall for financial gain but with community benefit  
e.g dance classes, fitness classes

**Commercial use:** A business/ Commercial organisation

Your selection will be verified as part of the booking process

<input type="radio"/> <b>Comberton Resident</b>
<input type="radio"/> <b>Non-resident</b>
<input type="radio"/> <b>Community Group</b>
<input type="radio"/> <b>Community Commercial</b> Bookings for customers
<input type="radio"/> <b>Commercial</b>

(MAX) PARTICIPANTS \*

The maximum number of participants

100

X

CONTINUE

Select date using calendar:

### Select Room and Session Time

For each room where there is availability the time and price will be displayed. Select the time slot you require

For weekly bookings, select Repeat Time Slots

Thursday, 18 December  
Non-resident (Prices - 1 Jan 25)

MAIN HALL  
Capacity: 100

Morning (4 hour slot)  
Time slots in this period

BOOK OUT OF HOURS (STAFF ONLY)

09:00 - 13:00 £35.00

Afternoon (3h 30m slots)  
Time slots in this period

Afternoon (3h 30m slots)

Afternoon (3h 30m slots)

Whole Venue  
Capacity: 100

No pricing

We don't have any pricing available for this facility on 18 December 2025

CLICK BELOW TO SELECT A DATE

DD/MM/YYYY

February 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	


GO TO DATE

Select the time period required **until box goes green** and estimated cost is shown below the calendar:

### Select Room and Session Time


For each room where there is availability the time and price will be displayed. Select the time slot you require

For weekly bookings, select Repeat Time Slots




**Monday, 29 December 2025**

Comberton Resident (Prices - 1 Jan 25)

Mon, 29 Dec 2025


MAIN HALL Capacity: 100	DOWNSTAIRS COMMUNITY ROOM Capacity: 15	UPSTAIRS MEETING ROOM Capacity: 30	WHOLE VENUE Capacity: 100
Morning (4 hour slots) Time slots in this period	Morning (4 hour slots) Time slots in this period	Morning (4 hour slots) Time slots in this period	No pricing
BOOK OUT OF HOURS (STAFF ONLY)	BOOK OUT OF HOURS (STAFF ONLY)	BOOK OUT OF HOURS (STAFF ONLY)	We don't have any pricing available for this facility on 29 December 2025.  Please contact us directly for a quote if you would like to book this facility.
09:00 - 13:00 £25.00	09:00 - 13:00 £15.00	09:00 - 13:00 £17.50	
Afternoon (3h 30m slots) Time slots in this period	Afternoon (3h 30m slots) Time slots in this period	Afternoon (3h 30m slots) Time slots in this period	
14:00 - 17:30 <u>8K-1097</u>	14:00 - 17:30 £15.00	14:00 - 17:30 £17.50	
Evening (4h 30m slots) Time slots in this period	Evening (4h 30m slots) Time slots in this period	Evening (4h 30m slots) Time slots in this period	
18:00 - 22:30 £40.00	18:00 - 22:30 £15.00	18:00 - 22:30 £17.50	
Estimated cost: £25.00			




REPEAT TIME SLOTS
SAVE & CONTINUE



Click **Save& Continue** or **Repeat Time Slots** (for multiple dates)


Review your selection:

### Dates, times & facilities

Here is a summary of the dates, times & facilities you have selected:



Date/Time	Facility	Price	
MON, 29 Dec 25, 14:00 - 17:30	Main Hall	£35.00	 



ADD A SESSION
CONTINUE

Click **Continue**

## Complete booking form's additional questions

### Supplementary information

Please tell us a bit more about how you will use our venue



#### BOOKING CATEGORY \*

Please select the category that matches best

Admin

#### BOOKING PURPOSE \*

Please describe what you will be doing

VIT XMAS FAYRE

#### PUBLIC EVENT? \*

Details for public events are shown on the calendar

Yes

#### WEBSITE URL

Website or Facebook page for your group/business

#### IS THIS HIRE FOR A CHILDREN'S PARTY?

☐ No

☐ Yes

#### DO YOU WISH TO APPLY FOR PERMISSION TO SERVE ALCOHOL AT YOUR FUNCTION?

##### ALCOHOL

No alcohol may be consumed on the premises without the village hall trustees' consent. Additionally, if you intend to sell alcohol, or to supply it as part of an admission price, you will need to obtain a Temporary Event Notice (T.E.N.) from South Cambridgeshire District Council.

☐ No

☐ Yes

#### DO YOU INTEND TO APPLY FOR A T.E.N. TO SELL ALCOHOL OR SUPPLY IT AS PART OF AN ADMISSION PRICE?

##### ALCOHOL

No alcohol may be consumed on the premises without the village hall trustees' consent. Additionally, if you intend to sell alcohol, or to supply it as part of an admission price, you will need to obtain a Temporary Event Notice (T.E.N.) from South Cambridgeshire District Council

☐ No

☐ Yes

[Temporary Event Notice T.E.N.](#)

#### WILL ANY CHILDREN AND/OR VULNERABLE ADULTS BE ATTENDING YOUR FUNCTION?

##### SAFEGUARDING

Trustees, volunteers, staff and hirers have a duty to safeguard any children and/or vulnerable adults using the village hall, and those who may come into contact with children and/or vulnerable adults whilst on the premises.

☐ No

☐ Yes

#### STEWARD NO 1: NAME AND ADDRESS

You are required to supply the names & addresses of four stewards for insurance purposes. These must be responsible adults over the age of 21: 0 / 2000

#### STEWARD NO 2: NAME AND ADDRESS

You are required to supply the names & addresses of four stewards for insurance purposes. These must be responsible adults over the age of 21: 0 / 2000

#### STEWARD NO 3: NAME AND ADDRESS

0 / 2000

#### STEWARD NO 4: NAME AND ADDRESS

0 / 2000

I CERTIFY THAT I AM OVER 18 YEARS OF AGE AND I HAVE READ, UNDERSTOOD AND AGREE TO BE BOUND BY THE LETTING REGULATIONS AND DEDUCTIONS FROM DEPOSITS.

☐ No

☐ Yes

I ACCEPT RESPONSIBILITY FOR THE OBSERVANCE OF THESE REGULATIONS AND AGREE TO PAY THE LETTING CHARGE AND DEPOSIT HEREBY INCURRED AT THE TIME OF THIS APPLICATION AND ANY ADDITIONAL COSTS WHICH MAY BE INCURRED FROM MY NON-OBSERVANCE OF THE REGS.

☐ No

☐ Yes

I WILL NOT HOLD THE COMBERTON VILLAGE INSTITUTE TRUSTEES, THE MANAGEMENT COMMITTEE OF COMBERTON VILLAGE HALL, RESPONSIBLE FOR ANY INJURY, LOSS OR DAMAGE ARISING FROM THIS LETTING (YOUR CONSUMER STATUTORY RIGHTS ARE NOT AFFECTED).

☐ Yes

☐ No



ADD ANOTHER SESSION

CONTINUE

Click **continue**

Fill in Billing information:

### Billing information

Please fill out the following

ADDRESS LINE 1 \*

ADDRESS LINE 2

TOWN/CITY \*

POSTCODE \*

REGION

COUNTRY \*

United Kingdom

PURCHASE ORDER NUMBER

BILLING EMAIL ADDRESS

Invoices will be emailed to

combertonvillagehall@gmail.com

#### Bank account details

Your money will be returned to the following account after your event if you are due a refund.

BANK NAME

MYBANK

ACCOUNT HOLDER

MYNAME

SORT CODE

11-22-03

ACCOUNT NUMBER

12345678

←

CONTINUE

Click **Continue**

Review terms and conditions and add any additional comments to the request:

### Confirmation

Please confirm the following

☐ **Conditions of hire \***  
I am 18 years old or older and I accept the conditions of hire for this booking request:  
[Letting Regulations Oct 2025](#) [Deduction From Deposits](#) [Cancellation Policy](#) [Safety Regulations 2025](#) [Electrical Safety 2025](#) [Data Protection Policy 2025](#)


☐ **Privacy policy (Data protection) \***  
I give consent to Comberton Village Hall to use my name, email, phone and address to process this booking request and to store my data for future booking requests and accounting purposes.  
This is mandatory to book with the system and these details are not used for any other purposes

COMMENTS FOR THE BOOKING REQUEST

0 / 2000

←

SUBMIT REQUEST



#### Your booking confirmation will be sent here

**combertonvillagehall@gmail.com**

**Time & date**  
**14:00 - 17:30, Mon, 29 Dec 2025**

**Facility**  
**Main Hall**

**Participants**  
**100**

**Estimated cost**  
**£35.00**

**Refundable deposit (Refundable)**  
**£50.00**

Click **Submit Request**

## Summary

Thank you for choosing Comberton Village Hall



✓ Booking request received at 18:48

### Thank you

We have received your booking request. You will receive an email with a summary of what you have selected within a few minutes.

[Your bookings](#) [Log out](#)

Reference  
BK-1097

✉ [combertonvillagehall@gmail.com](mailto:combertonvillagehall@gmail.com)

👤 Janice Sutton

### How easy was it to book?

1 star = Difficult, 5 stars = Easy



[VIEW CALENDAR](#)

[NEW BOOKING](#)

[BACK TO WEBSITE](#)

The Village Hall administrator will then review your booking request and you will receive an update via email.