



BOOKING FORM Party Hire

All relevant sections of the form should be completed in block CAPITALS, ensuring you clearly define your requirements. **Telephone provisional booking must be confirmed within one week.** Return completed form, with payment, to the Reception at the address below. If an acknowledgement is required please enclose a stamped addressed envelope.

Section 1 - HIRER DETAILS *(for correspondence and Invoice)*

| | | | |
|--------------|-----------|----------------|------------|
| Contact Name | Mr/Mrs/Ms | | |
| Address | | | |
| | | | |
| | | | Post Code: |
| Tele No. | | e.mail address | |

Section 2 - BOOKING REQUIREMENTS

| | | | | | | | |
|--------------------------------------|--------------------|---------------------|-----|---------------------|-----|---------------------|-----|
| Activity type | | | | | | | |
| Requirement <i>Circle or tick</i> | Main Hall | Main Hall & Servery | | Park Room | | Park Room & Servery | |
| <i>Single Date</i> | | | | | | | |
| <i>Time</i> | <i>Start time:</i> | | | <i>Finish time:</i> | | | |
| <i>Day</i> | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
| Other Facilities | | | | | | | |
| Room Layout | | | | | | Number of People | |
| Any other information | | | | | | | |

Section 3 - UNDERTAKING *(to be signed by all Hirers)*

I have read the Terms & Conditions of Hire. I agree to be bound by them and accept responsibility in accordance with all the requirements of the terms and conditions. I accept full responsibility for any damage to the premises and its contents during the period of hire. **I undertake to vacate the premises and remove any equipment or decoration within the hire period.**

Signed: _____

Date: _____

Section 4 - ACKNOWLEDGEMENT *(For Official Village Hall Use Only)*

| | | |
|----------------|-----------------|-----------------|
| Booking Ref: | Room(s) Booked: | Booking Date: |
| Room Charge: £ | Aux Booked | Total Charge: £ |
| Aux Charge: £ | Signed: _____ | Date: _____ |