

## Booking form for hiring Halford Village Hall

### YOUR DETAILS:

Contact Name \_\_\_\_\_

Name of Organisation/Society etc. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Dates and Times you require

(all preparation and clearing up times must be included)

Date: \_\_\_\_\_ Times: \_\_\_\_\_

Number of Sessions (if applicable): \_\_\_\_\_

Type of Event: \_\_\_\_\_

(e.g. birthday party/fitness class)

I confirm that there will be adequate supervision of children (under 18 years of age)

Signed: \_\_\_\_\_

### WHICH ROOMS DO YOU REQUIRE?

(Please tick the rooms needed)

Main Hall: \_\_\_\_\_ Kitchen: \_\_\_\_\_ Meeting Room: \_\_\_\_\_

Type of Event \_\_\_\_\_

(For commercial/profit-making booking please attach insurance details)

Frequency of Booking (please tick) :

One off: \_\_\_\_\_ Weekly: \_\_\_\_\_

Monthly: \_\_\_\_\_ Annual: \_\_\_\_\_

Please specify further details (e.g. every Monday in term time 3-4 pm )

\_\_\_\_\_

**What you will have to pay:**

Agreed Hire Rate: \_\_\_\_\_ Number attending event \_\_\_\_\_

(see 'Conditions of Hire' and 'Schedule of Charges') (Limitations as in 'Conditions of Hire')

Total Hours Booked \_\_\_\_\_ Deposit where required: \_\_\_\_\_

I enclose a cheque for the total hire price (and deposit if required) made payable to 'Halford Village Hall'

**I confirm that I have received and read a copy of the 'Conditions of Hire' and 'Information for Hirers' and that I accept the conditions of hire.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PLEASE RETURN THIS FORM WITH YOUR CHEQUE TO THE BOOKINGS SECRETARY.

Mrs Muriel Parr,

Greystones,

Mill Lane,

Halford,

Warwickshire

CV36 5BY