

Quenington Village Hall Booking Form

NOTE: Personal information is collected and retained securely for the management of hall bookings only. It will not be used for any other purpose, neither will it be passed on to any third party.

BLOCK CAPITALS PLEASE

NAME: (Mr/Mrs/Miss/Ms).....

ADDRESS:.....

TELEPHONE:.....

EMAIL:.....

I wish to book the

Whole hall * / main hall* / small meeting room * (*delete as appropriate)

on: (Date).....

for: (Type of function).....

from(time) to(time)

(These times should include any "setting-up" and "clearing-up" time required)

Approximate number of persons attending

Payment in full £..... enclosed with this booking form / paid by bank transfer (*delete as appropriate*)

(For rates, refer to hiring charges)

Is this the first time you have used the hall? YES / NO

I have read and agree to abide by the terms and conditions of hire

I accept responsibility for full compliance with the Licensing Act 2003 (if serving alcohol).

Signature.....

Organisation (if applicable).....

A Damage Deposit of £50 is required. This will be returned when the hall has been inspected after the hire providing there is no damage or cleaning required. Please make payment for this on a separate cheque so the deposit can be returned to you (see conditions of hire).

PLEASE PRINT OUT, SIGN AND RETURN FORM TO BOOKING CLERK

Post to: Booking Clerk, Quenington Village Hall, The Green, Quenington, Glos GL7 5BS