

Quenington Village Hall Booking Form

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 £.....

(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 WITH FEE

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