

Booking Form for Welwick Village Hall

Hirers Name

Hirers Address

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Telephone Number

Mobile Number

Email Address

Organisation (if applicable)

Date of Hire

Purpose of Hire

Number of Attendees

TIME OF HIRE

Function to start at am/pm. Function to end at am/pm.

Do you require additional time to set-up? Yes / No am/pm.

Do you require additional time to clean-down? Yes / No am/pm.

FACILITIES REQUIRED

Kitchen Yes / No

Bar Yes / No (Licence must be applied for and shown to a Village Hall Trustee)

Equipment Yes / No i.e. Stage, Projector, etc.....

Deposit of 25% due on booking (amount)

Final cost of £ to be paid two weeks before the day of the event.

Hirers Signature

By signing this form, you agree to the Terms & Conditions of Hire in the Booking Agreement.

Booking Manager's Signature

Date