

EGMANTON VILLAGE HALL: BOOKING FORM

Name of Applicant:			
Name of Organisation:			
Address of Applicant:			
Telephone Number:		E-mail address:	

Your booking requirement:

Day & Date:		Time From:		Time To:	
Rooms Required:	Full hall excluding meeting room: <input type="checkbox"/> Meeting room: <input type="checkbox"/>				
Purpose of hire:					

Please allow enough preparation time. Times are from initial opening to final closing.

Public or private event?		Approximate number expected:	
Will alcohol be available at your event?		Is it intended to sell alcohol at your event?	

If YES a T.E.N. will be required, for which an additional charge applies — please contact the committee.

Will the use of crockery be required (Other than mugs/cups & saucers for drinks?):	
Will the use of glasses (beer/wine) be required?	Will food be cooked on the premises?

In addition to the hire cost a Bond of £50 is required for all parties, discos, dances and similar events. Breakages, damage, additional hours etc will be deducted from this amount. A further bond of £20 is required if crockery or glasses are to be used. Breakages will be deducted from this amount. Bonds will be returned within two weeks of your function.

Full payment, or a deposit of 50% of the hire cost is required at the time of the booking. The booking will only be considered definite upon receipt of this payment. Verbal bookings will be held for no longer than 14 days. A charge will be made for late cancellations. Payment of balances and deposits must be made two weeks prior to the booking by cheque or one week prior by cash. (Cheques should be made payable to Egmonton Village Hall)

FULL HIRE COST _____ DEPOSITS _____

I have received, read and will fully comply with the conditions pertaining to the hire of Egmonton Village Hall.

Signed _____ Date _____

Please return to: Dik Allison, Church View, Egmonton, Notts, NG22 0HN

This booking form will be returned to you as confirmation of the booking.

_____ ✂ _____

Your hire of Egmonton Village Hall as above is confirmed. I acknowledge receipt of your deposit / full payment of £_____ and bond of £_____. The remaining payment of £_____ is due up to 2 weeks before the booked date.

Signed _____ Date _____