

# ALWINGTON VILLAGE HALL

## BOOKING FORM

Name of Hirer/ Organisation:.....

Address:.....

.....

.....

Tel:..... Email:.....

What the event is: .....

Date(s) Required: .....

Event start time.....End.....

Setting up start time.....Clearing up end.....

Total No. of Hours: .....(per session if appropriate).

Facilities: \*Main Hall - \*Committee Room - \*Kitchen (Will you be serving hot food?)

\*Large tables - \*Small tables

(\*Please delete if not required)

Amount to pay: £.....

A deposit of £10 to be paid when booking, balance to pay £.....

I agree to the terms and conditions as set out on the reverse of this form.

Signature of hirer.....

Two copies of this agreement are enclosed, please sign and return one with your deposit by.....retain the other copy for your records.

Please return this form to.....

**This information is for the purpose of managing Alwington Village Hall only and will be kept in a secure place.**