ILMINGTON VILLAGE HALL BOOKING

(Regular User Groups please also complete Multiple Booking form)

PLEASE DO NOT RETURN FORM WITHOUT PAYMENT AS WE REGRET BOOKING CANNOT BE CONFIRMED

Hirer Details

Name

Address

Email

Individual responsible (must be over 18)

Name | Tel

Type of event | Mobile

Facilities required (please tick one box) *NB. The village hall is insured for up to 120 people*

Full use ☐ **Main hall, lounge & kitchen** ☐ **Lounge & servery only** ☐ **Committee room only** ☐

Will alcohol be sold or supplied? YES* / NO **If yes, you may need to complete a short additional form and pay a small fee – currently £10 per event (£5 block discount)*

Optional additional facilities (please enquire about cost and availability):

Cinema/sound equipment YES / NO Stage lighting YES / NO Boxes of glasses YES / NO

Wine/beer/tumblers - available on request free of charge

Period required and charges

Block bookers should complete dates/times info on the additional 'Multiple Booking' form

Date Day/Month	***Free prep time required?** (Max 1hr)	**Hours required** (*excl free prep time*) From	To	Total hours	**Hire charge per hour**	**Hire charge TOTAL**
/	YES / NO					
/	YES / NO					

**1 hour's set-up time immediately prior to your booking is available free of charge if the hall is not already booked. Additional preparation time is charged at the normal hourly rate and should be included in your "hours required" information.*

I confirm that I have read and agree to the terms and conditions of the Hiring Agreement 02/2015

Signed ---------- Date ----------

Please forward this form and payment to the bookings clerk

Contact the bookings clerk below at least 24 hours before your event to arrange to collect the key

Nina Murchison, Deer Cottage, Front St, Ilmington CV36 4LA Tel: 01608 682527

OFFICE USE ONLY	Date received	Date confirmed By tel / email	Payment received	BOOKING REFERENCE No.	Booking Clerk Initials

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