



ILMINGTON VILLAGE HALL

EVENT BOOKING

(for more than two bookings please also complete Multiple Booking form)

Hirer details

Name

Address

E-mail address

Individual responsible (must be over 18)

Name

Tel. No

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 (excluding 1-hour preparation time*)

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

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

**1 hour's set-up time immediately prior to your booking period is available free of charge. 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 to the interim booking clerk together with your remittance

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

Brian Lighthill, Quint End, Front Street, ILMINGTON, Warwickshire CV36 4LN

Tel: 01608 682 048

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