



# 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

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)			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 booking clerk together with your payment**

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

**Vikki Amiss**, Red Lion, Front Street, Ilmington CV36 4LX Tel: 01608 682089 ilmingtonbookings@gmail.com

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