

# 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)			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 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 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