

BOOKING FORM
(Use capital letters)

Name of Hirer

Address

.....

.....

Post Code.....Tel. No..... Mobile.....

Required Hiring Date.....(Day & Date)

Rooms to be hired: 1 Willow Hall.....
(tick as required) 2 Geoff Wilson Room.....
 3 Kitchen.....
 4 Dove Room..... (to be cleared with School)

Additional facilities: 1 Microphones (hand and lapel).....
(tick as required) 2* Tables – Round (large or small)..
 3* Tables – Rectangular
 4* Chairs.....
 5 Mood lighting.....
 6 Chiller cabinet.....
 7 Access to rear car park.....

***Quantities and disposition to be discussed well beforehand.**

Times of hiring: From.....(hrs)* To.....(hrs)*

***N.B. Earliest access time to be agreed.**

Additional time may be charged for setting-up and clearing-away.

Latest time for closure of music and event is 23.30hrs (Mon-Sat), 23.00 (Sun).

Tidying up must be completed by Midnight, LATEST, unless by prior arrangement.

Type of function: (reception, concert, private party, public meeting, conference, election)

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I have read and understood the Standard Conditions of Hire and believe that a Temporary Event Notice (TEN) is / is not required (delete as reqd.). I also have read and understood the requirements of the Fire Risk Assessment and agree to communicate the necessary fire precautions to those people attending the function.

I accept responsibility, as the Hirer, for the repair cost of any loss or damage incurred during the hiring.

Signed (Hirer).....Date.....

Fee due £..... Fee Rec'd by.....
Payment to 'Egginton Village Hall'

Signed.....

pp Estates Committee, Egginton Village Hall

Bookings Secretary, Mrs. L Gardner, 3, Elmhurst, Egginton, Derby DE65 6HQ, 0777 356 1062, villagehall@egginton.org.uk, to whom completed form should be returned.