**Nancegollan Village Hall**

**Booking Form**

The Green, Nancegollan, TR130AJ

www.nancegollanvillagehall.co.uk

|  |  |  |
| --- | --- | --- |
| Name of Hirer  | Address & Email | Tel No |
|  |  |  |
| Contact person (if different from above) | Address & Email | Tel No |
|  |  |  |

|  |  |
| --- | --- |
| Description of event |    |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Frequency(Please tick as required) | Day | Start date | End date | Start Time | End Time |
| One off |  |  |  |  |  |  |
| Weekly |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Your Requirements | Yes | No | Please state how many of each or other requirements ( ie Hall layout) |
| Use of Kitchen |  |  |  |
| Tables |  |  |  |
| Chairs  |  |  |  |

|  |  |
| --- | --- |
| Hire charge agreed  | £  |
| Deposit agreed (where applicable) | £ N  |
|  | Please note: If you exceed the agreed times, you may be charged |

Please answer the questions below by ticking the relevant box:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hirer has own Public Liability Insurance  | Yes |  | No |  |
| Hirer accepts terms and conditions of hire | Yes |  | No |  |
| Hirer is aware and has read fire and emergency procedures | Yes |  | No |  |
| Hirer has read and agrees to the relevant Risk Assessments | Yes |  | No |  |

I / we, the undersigned agree to all conditions of hire and to comply with the Fire procedures as stated in the Nancegollan Village Hall Guidance document / handbook.

Signature: Print Name:

Date:

Thank you for your booking!

Once you have completed and signed the form, please return to the booking officer by email to:

Sarah Taylor, Bookings Secretary

Email : sarah@pengellyfarm.com

|  |  |
| --- | --- |
| Office Use Only: |  |
| Booking confirmed |  |
| Payment received |  |