

# Nancegollan Village Hall



## Booking Form

The Green, Nancegollan, TR130AJ  
[www.nancegollanvillagehall.co.uk](http://www.nancegollanvillagehall.co.uk)

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

Description of event	
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	Frequency <small>(Please tick as required)</small>	Day	Start date	End date	Start Time	End Time
One off						
Weekly						
Other						

<b>Your Requirements</b>	Yes	No	Please state how many of each (tables/chairs) or other requirements (e.g. hall layout and/or intended use of the kitchen such as 'hot food', 'tea and coffee, etc.)
Use of Kitchen			
Tables			
Chairs			
Caretaker			
Bouncy Castle			

Hire charge agreed	£
Additional charges agreed	£
Deposit agreed (where applicable)	£
	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 it to the booking officer by email to:

Sonja Bright

Email: [sonjaebright@gmail.com](mailto:sonjaebright@gmail.com)

Office Use Only:	
Booking confirmed	
Payment received	