

Hartlebury Parish Hall Management Committee

Hartlebury Parish Hall Hire Form

| | | | |
|---|---|---|---|
| To be completed by the Hirer | | <input type="checkbox"/> To be completed by the Hirer <input type="checkbox"/> To be completed by the Bookings Secretary <input type="checkbox"/> Required Fields | |
| Hirer's Details | | | |
| <input type="checkbox"/> | Name | | |
| <input type="checkbox"/> | Address including Postcode (Multi-line Entry) | | |
| <input type="checkbox"/> | Telephone No | | |
| <input type="checkbox"/> | Email | | |
| N.B. - Under no circumstances may candles or naked flames be used within the Hall premises | | | |
| <input type="checkbox"/> | Date(s) | | |
| <input type="checkbox"/> | Time | From: | To: |
| <input type="checkbox"/> | Room(s) for Hire | MAIN HALL (inc. KITCHEN) | COMMITTEE ROOM BAR LOUNGE |
| <input type="checkbox"/> | Type of Event | PUBLIC | PRIVATE |
| <input type="checkbox"/> | Event Description / Notes (Multi-line Entry) | | |
| <input type="checkbox"/> | Number of Guests | <i>(Hall capacity guidelines - 150 standing, 120 seated)</i> | |
| <input type="checkbox"/> | Will music be provided? | YES | NO |
| <input type="checkbox"/> | Will alcohol be served or sold? | YES | NO <i>If YES, please complete a 'Sale of Alcohol Form'.</i> |
| Payment Methods: | | | |
| Online | Sort Code: 10-18-36 Account No: 30414727 | Cheque | Payable to: Hartlebury Parish Hall |
| Cash | | | |
| N.B. - Take all rubbish away with you OR your deposit is at risk - do NOT leave by recycle bins | | | |
| To be completed by the Bookings Secretary | | Booking Reference No. <input type="text"/> | |
| Hire Fee £ | | Total | |
| Deposit (25% non-refundable) £ | | | |
| Damage Deposit (Refundable) | | £50.00 - online, cheque, or cash | |
| Date Balance Due | | | |
| Agreement Please return the completed Booking Form to: Jasmine Tooley, 3A Waresley Court Road, Hartlebury, Worcestershire DY11 7TQ; or save the form and email to bookings@hartleburyparishhall.co.uk | | | |
| To be completed by the Hirer | | | |
| <input type="checkbox"/> | The Hirer agrees to the terms and conditions contained in the 'Hartlebury Parish Hall Standard Conditions of Hire' Please tick the box to show you have read the conditions | | |
| <input type="checkbox"/> | Signed <i>For and on behalf of the Hirer</i> | | |
| <input type="checkbox"/> | Print | <input type="checkbox"/> | Date |
| To be completed by the Bookings Secretary | | | |
| The Bookings Secretary accepts the booking as specified above and confirms receipt of all applicable forms | | | |
| Signed <i>For and on behalf of the Committee</i> | | | |
| Print | | Date | |

There should be no problem accessing the hall but in case of emergency print and bring this booking form with you. Contact the following numbers in order: 1. Kath 07763 699011 2. Mike 07969 263112 3. Cath 01299 250808/07849 610217

4. Tony 01299 250937/07970 688027 5. Ray 07802 374978

(One copy to be retained by the Hirer and one by the Parish Hall Committee)

Interactive V10.02 - 05/09/2020