

Hemyock Parish Hall - Booking Form

Name of person responsible for the function _____

Organisation _____

Address _____

Postcode _____

Phone: Day _____ Mobile _____

Email _____

Date of event _____

Reason for hire _____

Will alcohol be consumed? _____ Will alcohol be on sale? _____

Please Tick as appropriate

	Weekly	Monthly
Regular Hire		
Casual Hire		
Non-Village Hire		

	Start Time	End Time
Main Hall		
Forbes Lounge		
Kitchen		

OR

½ Day	
1 Day	
1½ Days	
Exclusive week	

Please Tick extras that you require

Staging		Changing room & Showers	
Piano		Alcohol retail	
Projection screen/stand -Forbes Lounge		Music licence - weekly session	
Loop system - main hall		Music licence - per event	
PA system - main hall			

A deposit of 25% of the total hire charge is required on submission of booking form.

The remaining balance AND a refundable damage deposit of £100.00 (separate cheque) must be paid 1 week prior to your event.

Payments can be made by cheque or electronically

I _____ (BLOCK CAPITALS)

The undersigned have read and understand and will comply with the terms and conditions of hire (see separate document)

Signed _____ Date _____

Please return this form with your payments as soon as possible to the Booking Secretary.

We are unable to issue reminders, so please ensure that you make your final payment no later than one week prior to your event