

Garvestone & Thuxton Village Hall Booking Form:

Full name of Hirer:

Address 1:

Address 2:

Post town and code:

Telephone/mobile:

Email:

SINGLE BOOKINGS:

The Hirer must be aged 25 years or older - please **check** the box to confirm this:

Do you live in Garvestone, Reymmerston or Thuxton?

If **yes**, check this box:

If **no**, check this box:

For bookings of two or more hours, half an hour will be allowed free of charge both for setting up and clearing. **Please do not include this period in your start & end times.**

Facilities:	Main hall	Kitchen for Catering	Projection	Meeting room
Check requirements:				

Booking details:	Day (name):	Date:	Start time:	End time:
(Please enter)				

Purpose of Hiring:

Does your event involve the sale or supply of alcohol? If yes, check this box:

If yes, have you applied for a temporary event notice?

(This must be displayed on the front door at the village hall during your event.)

If commercial, do you have public liability and employer's liability insurance?

I confirm I have read and accepted the Standard conditions of hire and I am aware that information may be shared with Norfolk Constabulary.

Signed:

Date: