

GARVESTONE AND THUXTON VILLAGE HALL

Booking Form - single bookings

Full name of Hirer:	
Organisation: (optional)
Address:	
Post town and code:	
Telephone:	Mobile:
Email:	

INDIVIDUAL BOOKINGS for 2018 (Hirer must be aged 25 years or older)

Please note that for bookings of two or more hours, one hour will be allowed free of charge for preparation and clearing up. **Please do not include this period in your start and end times.**

Facilities:	Main Hall	Open space	Toilets/parking only
(tick requirements)			
Booking details:	Day of week:	Date:	Start - End times:
(enter requirements)			

Purpose of Hiring:

Public, private or for members?

Not for profit, or commercial?

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

Does your event involve the sale or supply of alcohol, or will it continue after 11 p.m.?

(If yes, the Hirer/Caterer must obtain a Temporary Event Notice, and produce evidence that this has been approved when collecting the keys to the Village Hall.)

By signing this form, the Hirer accepts and agrees to the Standard Conditions of Hire, and payment of the appropriate fee.

Signature of Hirer:

Date:

Your booking will be confirmed by email or post.