

OLD MILL HALL
BOOKING FORM

THIS AGREEMENT is made between Grove Parish Council and the Hirer, whereby in consideration of the sum(s) detailed below, Grove Parish Council agrees to permit the Hirer to use the hall and/or committee room(s) specified for the purpose and for the period specified below.

**IF YOU CANNOT ATTEND FOR ANY REASON ON THE DAY OF THE BOOKING,
PLEASE CALL THE HALL CARETAKER (PETE RING) ON 07775 976817**

THE HIRER agrees to observe all the provisions and stipulations contained in the Conditions of Hire attached.

Name of Person (and Organisation where appropriate)

Address.....

Post Code Telephone No.

Facilities Required (tick): PL Hall Dixon Suite Mervyn Shaw Room..... Kitchen

Date Required: (day)..... (date) Time: Start End

**** PLEASE ENSURE THAT YOU ALLOW ENOUGH TIME FOR SETTING UP/CLEANING DOWN WITHIN TIME BOOKED ****

Type of Event (e.g. Wedding, play)Approx. No. Attending

PLEASE NOTE HELIUM FILLED BALLOONS ARE NOT PERMITTED AT ANY FUNCTION

IT IS AGAINST THE LAW TO SMOKE INSIDE HE BUILDING. IF ANY EVIDENCE OF SMOKING IS FOUND YOU WILL BE REPORTED TO THE POLICE AND WILL FORFEIT ANY DEPOSIT PAID

With regard to the GDPR act May 2018 no information submitted will be shared by any other third party.

Category (PRIVATE if no tickets, CHARITY if proceeds 100% to charity, or TICKETTED)

Licensed Event: Name of Bar Licensee

Music: Will music be played? YES or NO If YES, is it LIVE or RECORDED [Delete as applicable.]

Hiring Fee(s)

- A Patrick Little Hall £
- B Dixon Suite £
- C Mervyn Shaw Room £
- D Kitchen £_____

PLUS deposit to secure booking £_____ (refundable as per Conditions)

Total Amount Due: £_____

PLEASE NOTE:

1) The full amount should be sent with the booking form. If this is not practical (e.g. booking made well in advance), the minimum amount acceptable to secure the booking is 50% of the Hiring Fees. In the case of bookings for the next financial year, payment in full should be made by March 31 to ensure that rates quoted above are honoured.

2) Should you exceed the above period of hire, additional hours will be charged.

PLEASE SIGN THE FORM BEFORE RETURNING IT TO THE FACILITIES MANAGER PRIOR TO YOUR BOOKING

I have read and understood the conditions of hire and will be present throughout the entire function.

Authorised Signature of Hirer Date

FOR OFFICE USE ONLY

Booking Form No..... Date returned..... Amount received £..... Deposit/full