EGGINTON VILLAGE HALL

Registered Charity No. 1151740 Company No. 08381684

[Trading as: Egginton Memorial Hall]

BOOKING FORM (Use capital letters)

Name of Hirer ……..

Address ……..
……..
…….. …….

Post Code……..Tel. No…….. Mobile……

Required Hiring Date……(Day & Date)

Rooms to be hired: (tick as required)
1 Willow Hall……..... □
2 Geoff Wilson Room……..... □
3 Kitchen……..... □
4 Dove Room……..... □ (to be cleared with School)

Additional facilities: (tick as required)
1 Microphones (hand and lapel)……□
2* Tables – Round (large or small)..□
3* Tables – Rectangular …….... □
4* Table Cloths (for separate charge) □
5* Chairs……..... □
6 Mood lighting……..... □
7 Chiller cabinet……..... □
8 Access to rear car park……..... □

***Quantities and disposition to be discussed well beforehand.**

Times of hiring: From……(hrs)* To……..(hrs)*

***N.B. Earliest access time to be agreed**.
Additional time may be charged for setting-up and clearing-away.
Latest time for closure of music and event is 23.30hrs (Mon-Sat), 23.00 (Sun).
Tidying up must be completed by Midnight, LATEST, unless by prior arrangement.

Type of function: (reception, concert, private party, public meeting, conference, election)

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I have read and understood the Standard Conditions of Hire and believe that a Temporary Event Notice (TEN) is / is not required (delete as reqd.). I also have read and understood the requirements of the Fire Risk Assessment and agree to communicate the necessary fire precautions to those people attending the function.
I accept responsibility, as the Hirer, for the repair cost of any loss or damage incurred during the hiring.

Signed (Hirer)……Date……..

Fee due £…… Fee Rec'd by…….
Payment to 'Egginton Memorial Hall'

Signed……

pp Estates Committee, Egginton Memorial Hall

Bookings Secretary, Mrs. L Gardner, 3, Elmhurst, Egginton, Derby DE65 6HQ, 0777 356 1062, villagehall@egginton.org.uk , to whom completed form should be returned.