

BOOKING FORM (Use capital letters)

Name of Hirer .....

Address .....

.....

.....

Post Code.....Tel. No..... Mobile.....

Required Hiring Date.....(Day & Date)

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

Additional facilities: 1 Microphones (hand and lapel).....  
 (tick as required) 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 Hirer, for the repair cost of any loss or damage incurred during the hiring.*

**Cancellation within 7 days of the event will be charged at the full hire cost.**

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](mailto:villagehall@egginton.org.uk), to whom completed form should be returned.