

**Group Form All bookings have to be confirmed in writing.**  
**Cofton Hackett Village Hall has CCTV installed in the hall and around car park**

All Groups wishing to book the hall must fill in a form and return to  
**Mrs J Webb 19 Oakfield Drive Cofton Hackett Worcs B45 8AN**

No guarantee of booking is given ,until we have received the form back & Please include one month (advance) deposit

**Applicants details**

Name

Address

Email address

Phone Number  
& Mobile Number

**About your group**

*Brief description of group*

**Which room do you require?**

**Large**

**Small**

Number of sessions held per month

Morning,

Afternoon

Evening

Number expected to attend

Adults

children

Please fill in below :Day& times wanted  
 (time to set up, put away & clear hall after must be added, if only term time please state

Day

from

to

Day

from

to

Day

from

to

Do you serve food or drink at any of your sessions?

Do you sell any goods or food or drink at your sessions?

Do you charge an entrance fee or state if members pay a subscription to join?

Does anyone running your group have a first aid certificate?

All groups wishing to hold meetings or activities at the hall must have their own public liability insurance. Please include a copy when returning this form.

If your group involves under 16's

Do you have the necessary police checks?

How many supervisors do you have?

**To be signed by person taking responsibility for the group.**

***Please sign***

**Date**

**Please print**

Address if different from applicant.