

Cofton Hackett Village Hall

Private Booking Application Form

Please read our terms and conditions on hiring the hall see website

Please sign to confirm you have read terms & conditions on website

Print

Sign

All users wishing to book the hall must fill in and send form pay returnable £30.00 deposit. Into bank account details on website

If full payment is not paid 2 weeks before booking your deposit is forfeit

No guarantee of booking is given until we have received, the form, deposit and Booking will be confirmed by invoice.

Do not pay any money into Village Hall account until you have confirmation

Applicants details

Name

Address

Email address

Contact phone numbers

Reason for hire

Date required

Times

Morning Afternoon Evening

Adults Children

Number expected to attend

Are you Self-catering or employing caterers?

Are you having entertainment?
(please state what type)

If professional Entertainment is being provided, using electrical equipment or i.e. bouncy castle A copy of their public liability insurance is required

If private entertainment the hirer must take full responsibility in writing

If not sure please email or call

Serving alcohol?

Are you selling drinks/food?

Are you charging entrance fees?

Estimate how many residents from Cofton Hackett attending?

The person signing this form is responsible for any damage caused to the hall and supervising those attending.

***Cofton Hackett Village Hall
is covered and recorded by 24/7 CCTV both inside and around the grounds of the hall***

Please print

Please Sign

Address if different from above

Please Note

**Unless you have a confirmation invoice YOU HAVE NOT BOOKED THE HALL
Please read again our terms & conditions for hiring this hall.**

Deposit for private hirers £30.00 returnable

Please pay by BACs or cheque (details on website) Tick box below how you've paid

Bac's

Cheque

**To return deposit after hall has been checked I'll need you
bank details**

Return form to: Mrs J Webb, 19 Oakfield Drive, Cofton Hackett, Worc's. B45 8AN

jennie@ch-villagehall.org