

Cofton Hackett Village Hall

Application Group Form

All bookings have to be confirmed in writing.

Cofton Hackett Village Hall has CCTV installed in the hall and grounds 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 Worc's B45 8AN

Make cheques payable to: Cofton Hackett Village Hall Committee

Bank transfer details: 30-91-36 00560281 (preferred option)

No guarantee of booking is given, until we have received the form back and you have received confirmation and invoice for deposit one month (advance) deposit.

One months' notice must be given or your deposit is forfeit

C.H.V.H terms and conditions allowing the hire of Cofton Hackett Village Hall are on our website

Please sign you have read and agree our terms and conditions

Please print

Please sign

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 required 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

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| Do you have the necessary police checks? | |
| How many supervisors do you have? | |
| Please give names ,contact details & address of other Supervisors, | |

Terms & Conditions can be seen on our website

All groups are required to mark calender after their session.

If groups are not using the hall on their booked dates without letting us know. You will be charged all dates you have booked on the form

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|--------------------------------------|--|-------------|--|
| | | | |
| <i>Please sign</i> | | Date | |
| <i>Please print</i> | | Date | |
| Address if different from applicant. | | | |