

Booking Request Form

NAME OF HIRER (min.age 21)		
ORGANISATION		
ADDRESS		
TELEPHONE	Landline	Mobile
EMAIL		
PURPOSE OF HIRING		
EXPECTED NO. OF ATTENDEES		

PLEASE RESERVE THE MAIN HALL / MEETING ROOM (DELETE AS APPROPRIATE):

DATE	START & FINISH TIMES (Please use 24 hr clock)	LENGTH OF BOOKING

If kitchen is required, is this for (please tick one):

Light refreshments (i.e. cups, saucers, plates for cold food) <i>No Charge</i>	<input type="checkbox"/>
Full catering (including plates, cutlery, use of cooker, fridge, dishwasher) <i>Charge £15</i>	<input type="checkbox"/>

Use of bar: you may request that we run a bar for your event (please tick):

Fully licensed pay bar (which, if agreed, we will operate for you)	<input type="checkbox"/>
--	--------------------------

Hartpury Village Hall uses personal data in accordance with our Privacy Statement, a copy of which is available on the website. We will not share your personal information with any third parties without your consent unless we are legally required to do so. If you would like to receive our periodic emails concerning forthcoming events and items of local village interest, please tick this box. You can withdraw your consent at any time by contacting info@hartpuryvillagehall.co.uk	<input type="checkbox"/>
---	--------------------------

I confirm that I have read, understand and accept the standard conditions of hire as published on the website	Signed: _____
---	---------------

For internal use	Rate per session	£
	Rate per hour or additional hour	£
	Total basic fee	£
	Extras charge: full kitchen use £15 / exclusive use + 10%	£
	Amount payable	£
	Damages / cleaning deposit, if required	£