

Coronation Hall
Booking Form

Name of Hirer / Organisation

Contact name (if different from above)

Address

Telephone Day Evening Mobile

Email Address

Type of function or event

No of people expected

Date (s) hire is required

Start Time End Time

Setting up time (if required)
(NB hire charges may apply for setting up time)

I will be paying by: CASH CHEQUE BANK TRANSFER (2 days prior to event)

Other requests

[] Tick box to confirm that you have read and agree to the Terms and Conditions of Hire

Signed (must be the person hiring the hall) Date

Please return this form completed, signed and dated. Cancellations may be made prior to the booking date. No charge will be made if the cancellation is more than 2

weeks before the event. If you wish to cancel the hire less than 2 weeks from the event, the full fee will be payable.

A damage deposit of £100 must also be made with the booking payment if applicable. Delays in returning the form and deposit may result in loss of booking. If the hall is not cleared and all rubbish and waste removed at the end of the event, the damage deposit will be forfeited.

Payment of hire charges are due on the day of hire and can be made by cash, cheque payable to Coronation Hall or via bank transfer: Sort code: 20 26 34 Account number: 53711889 (to be received 2 working days prior to the event).

Please sign and return one copy of the booking form, along with the deposit to: Zoe Taylor, Jollys Cottage, Carr Lane, Great Moulton, Norwich, NR15 2LA.

Further information can be obtained by calling or by email to hello@aslactongreatmoulton.co.uk

January 2018