

Coronation Hall Booking Form

Name of Hirer/Organisation.....

Contact name (if different from above)

Address.....

Telephone.....

Mobile

Email Address

Type of function or event.....

No of people expected.....

Date(s) hire is required.....

Start Time.....

End Time.....

Setup time (if required)

(NB hire charges may apply for setting up time)

I will be paying by: CASH / CHEQUE / BANK TRANSFER

Other requests.....

[] Tickbox to confirm you have read and agree to the Terms and Conditions of Hire

Hirer's Signature.....

Name of Signatory.....

Date

Please return this form completed, signed and dated. Cancellations may be made prior to the booking date, with no fee incurred 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 at least 2 days prior to the date of hire and can be made by cash, cheque (payable to Coronation Hall) or via bank transfer using the following details:

Sort code: 20-26-34

Account number: 53711889

Please sign and return one copy of the booking form, along with the deposit to the Coronation Hall post box.

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

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