

THE VICTORY HALL – BOOKING FORM

Thank you for your interest in using The Victory Hall.
Please complete this form to explain details of your event.

Name of Hirer: _____

Position in Organisation. _____

Organisation if applicable _____

Contact details of Hirer Address _____

Post code _____

Evening Tele: _____

E-mail _____

List date(s) required:

Day	Date	Start time including preparation time	Finish time including clearing time
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm
		am/pm	am/pm

Time of actual event from _____ a.m./p.m to _____ a.m./p.m.

If booking for a series of repeat dates, state all dates continuing on a separate sheet if necessary.

Purpose/description of hiring _____

_____.

What is the maximum number of persons expected on the premises at any one time at your event? _____.

Will children be included in this event? Yes/no _____

Please state age range of any children participating in event. _____.

Will this be a public or private event? _____

Will this be a commercial or non-commercial event? _____

If held please give details of your Public Liability Insurance. _____

Is food to be provided at event? Yes/no.
 If yes, please give details _____.

Is alcohol to be provided at the event? Yes/no.
 If yes, please give details _____

The use of the Hall is subject to the payment of the hire fee including booking deposit and acceptance of the Standard Conditions of Hire set out by The Victory Hall Management Committee in the enclosed leaflet.

By signing this booking form, the Hirer acknowledges that he/she has seen, read, understood and agrees to these terms and conditions.

The VHMC also reserves the right to add any special conditions of hire it may deem relevant and these (if any) will be notified to you in writing and agreed before the booking is confirmed.

The Hirer must be aged 18 years or over.

Signature of Hirer _____

Date _____

Please return this form to:

Mrs D. Newcombe
 The Booking Secretary
 c/o The Old School House
 Barton Turf
 Norfolk
 NR12 8AT
 Tel: 01692 536354
 e-mail : dolly.newcombe@tesco.net

Office use only:

Booking approved? Yes/no.

Entered in booking diary? Yes/no.

Special conditions _____.

Other notes:

	Amount	Date	Initials
Deposit paid			
Fee paid in full			
Key collected	XXXXXXXXXXXXXXXX		
Key returned	XXXXXXXXXXXXXXXX		