

NEGLECT NOT THY OPPORTUNITIES



## BOOKING FORM

I/We wish to hire (please tick where appropriate)

Parish Hall	
Parish Hall plus Kitchen	
Meeting Room (rear of Parish Hall)	
Parish Hall (Discos, Dances, Private Parties)	

Day	Date	*From am/pm	*To am/pm

\*Please ensure you give correct times above so that the caretaker will arrive in good time to open up the premises.

For the purpose of	
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Will alcohol be consumed? YES/NO. Please provide the name and address of person responsible for the provision of alcohol and who has made an application to SSDC for a temporary event licence.

Name	
Address	
Post Code	
Contact Number	
Email	

I/We have read and accept the booking, payment and cancellation terms and conditions.

Name	
Address	
Post Code	
Contact Number	
Email	

Name of Organisation (if applicable)	
Position Held	

Name of Hirer	
Signature	
Date	

Total Amount Charged	£	Invoiced	Yes/No
Damage deposit received	Yes/No	Amount Charged	£
If some or all of the damage deposit is retained, state reason			
A copy of the Hirer's Public Liability insurance received			
A copy of the Hirer's Temporary Alcohol License received			
A copy of the Hirer's Risk Assessment received			

I confirm that the above information has been provided

Name	
Signature	
Position	
Date	