



Booking form and agreement

Name

Address

.....Post Code.....

Tel noMobile no.....

Email

On behalf of (name of group)

Position in group.....

Date of event

Type of event.....

Booking start time..... Booking end time.....

Bar start time (if required).....Bar end time (if required).....

Estimated number of people at the event.....
(Max. 240 people in Main Hall, 50 people in Social Club room, 48 people in Function Room)

Rooms required (Please tick. Rates are shown on enclosed sheet)

- Main hall
 - Social Club room
 - Changing rooms and showers
 - Field/ football pitch
 - Function Room
 - Round tables – number needed (.....)
 - Kitchen **(Shared Use)**
 - Outside courtyard **(Shared Use)**
 - Outside Courtyard **(Exclusive Use)**
 - Bar
 - Multi Use Games Area
- Bar times (if required) Start..... End.....(last orders 11.30pm)

Hire charge for rooms (inc. bar, if required) £.....
 Damage deposit £50 (returned within 10 days of hire)
 Remaining balance £..... **Due .../.../.....**

I have read and confirm my acceptance of the Conditions of Hire of Lingwood Village Hall

- Yes please**, I would like to be kept up to date with Lingwood Village Hall by email
- No thanks**, I DO NOT wish to be kept up to date with Lingwood Village Hall by email

Signed..... Date.....

Please return to the Hall Manager at the address below.
 Cheques should be made payable to Lingwood Village Hall.
 Electronic transfers should be made to Sort 30-90-91 Acc 68676760 (Please email to say it's sent)