



GENERAL BOOKING FORM

Please complete this form in ink and return to the Booking Secretary (Please keep a copy for your records)

Name _____

Address _____

Tel no. _____

Type of event _____

Please circle YES or NO where appropriate.

Will you require the use of the kitchen facilities? YES / NO

Is a WDDC Alcohol licence required? YES / NO

(Please check with the Booking Secretary)

(A WDDC Temporary Event Notice requires 10 working days notice)

Will you require the use of the PA system? YES / NO

Will you require the use of the LOOP system? YES / NO

(If YES to either the PA and/or LOOP system, please consult the Booking Secretary)

Date(s) of your event _____

Start time _____ Finish Time _____

Conditions of Hire

The Hirer's signature is required here to confirm that s/he has read, understood and accepts the Conditions of Hire attached to this Booking Form. The right is reserved to refuse any booking and any request to sell alcohol.

Hirer's Signature _____ Date _____

Booking Fee: £ ____ To be paid not later than 7 days before the hire, or by the following date _____
(Please make cheques payable to Martinstown Village Hall)

If you require additional set up/clear away time on the days either side your event you will be charged at the regular hourly rate.

Refundable deposit: **£50**. To be paid at the time of booking.

(To be repaid on the condition that no damage is sustained to the Hall or its facilities/equipment during the event)

Booking Secretary's signature _____

Date received _____

Booking Secretary's Comments
