

CAPEL VILLAGE MEMORIAL HALL

BOOKING FORM - 2012

Please complete and return this form to:-

Andrew Forsyth, 13 Mortimer Road, Capel, Surrey RH5 5LB

01306 712422 – andrew.forsyth@talk21.com

Details of Hirer:-

Organisation:

Name of Hirer: (must be over 18yrs)

Address:

Post Code:

Phone:

Mobile:

e-mail:

Details of Event:-

Type of function:

Date:

Times – from (latest midnight)

(including setting up and clearing up)

Total Hours @ £17 per hour = £

MUSIC? –YES*/Live*Disco # NO*: BAR –YES*/Paid*Free # NO*

Use of Kitchen & Equipment - YES * (additional £10) # NO*

* delete as necessary

Organisers of Large Evening Functions - i.e. wedding receptions / parties / dances etc - will be charged a £50 deposit to cover potential extra cleaning and / or possible damage - refundable following on satisfactory inspection.

I have read the “Health & Safety Policy” & “Conditions of Hire” and accept and agree to abide by these.

I enclose 50% deposit = £ for this booking.

– cheque payable to “ Capel Village Memorial Hall”

- the balance of £ including any extra cleaning and damage deposit to be paid in full latest on collection of key from:-

13 Mortimer Road, Capel – or as otherwise agreed.

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

Name.....

Return of this form with deposit will confirm booking

Ref: