

Booking Form for Slaidburn Village Hall

Agreement between: -

Slaidburn Village Hall Committee of the Slaidburn Property Trust Charity Number 1096582

("the Committee") and:

(Name of organisation or individual "the Hirer")

Person Responsible for hiring: _____

Address: _____

Post Code: _____ Tel. No: _____

Email address _____

Parts of Premises required: *please click on the box of area required*

☐

Main Hall

☐

Foyer

☐

Kitchen

☐

Curved Room

☐

Croasdale Room

☐

Hodder Room

☐

Gallery

Purpose/description of Hiring:

Private event

Public event

Approximate Numbers in attendance:

Period of Hire:

FROM Time..... Day..... Date.....

TO Time..... Day..... Date.....

Licensed Bar Required Yes No (If YES times to be agreed)

A corkage fee will apply where clients wish to bring their own drinks onto the premises whilst the bar is open. Please apply to the manager for details.

Make up of Guests (age group etc)

Music Type:

From:

To:

Hiring Fee: £

Deposit £

25.00

(payable on booking)

Balance: £

(payable on or before the conclusion of the event for which the Hall is hired)

The Hirer agrees with the Committee to observe and perform the Standard Conditions and the Special Conditions.

Signature

Please return this form together with the appropriate deposit to:

The Manager, Slaidburn Village Hall, Chapel Street, Slaidburn, Clitheroe BB7 3ES. Tel:01200 446555

All Cheques to be made payable to: Slaidburn Village Hall

Confirmed on behalf of the committee: