

## Booking form and agreement

Name .....

Address.....

.....PostCode.....

Tel no .....Mobile 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)

- |   |   |
|---|---|
| <input type="checkbox"/> Main hall                            | <input type="checkbox"/> Kitchen <b>(Shared Use)</b>              |
| <input type="checkbox"/> Social Club room                     | <input type="checkbox"/> Outside courtyard <b>(Shared Use)</b>    |
| <input type="checkbox"/> Changing rooms and showers           | <input type="checkbox"/> Outside Courtyard <b>(Exclusive Use)</b> |
| <input type="checkbox"/> Field/ football pitch                | <input type="checkbox"/> Bar                                      |
| <input type="checkbox"/> Function Room                        | <input type="checkbox"/> Multi Use Games Area                     |
| <input type="checkbox"/> Round tables – number needed (.....) |   |

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. Electronic transfers should be made to  
 Sort 30-90-91 Acc 68676760 (Please email to say it's sent)