

**OLD MILL HALL
BOOKING FORM**

THIS AGREEMENT is made between the Old Mill Hall Management Committee and the Hirer, whereby in consideration of the sum(s) detailed below, the Old Mill Hall Management Committee agrees to permit the Hirer to use the hall and/or committee room(s) specified for the purpose and for the period specified below.

THE HIRER agrees to all observe the provisions and stipulations contained in the Conditions of Hire attached.

Name of Person (and organisation where appropriate).....

Address

Post Code Telephone No.

Facilities Required (tick):

PL Hall Dixon Suite Mervyn Shaw Room..... Kitchen

Date Required: (day)..... (date)Time: Start

End

****Please ensure that you allow time for setting up and clearing up WITHIN TIME BOOKED.****

Type of Event (e.g. Wedding, play).....Approx. No. Attending

Please note helium filled balloons are not permitted at any functions and that smoking is not permitted in the building any evidence of smoking at your function could result in your deposit being retained.

Category of event:

PRIVATE if no tickets or CHARITY if proceeds 100% to charity or TICKETTED.....

Licensed Event: Name of Bar Licensee.....

Music: Will music be played? YES or NO If YES, is it LIVE or RECORDED

[Delete as applicable.]

Hiring Fee(s)

a. Patrick Little Hall	£	:	
b. Dixon Suite	£	:	
c. Mervyn Shaw Room	£	:	
d. Kitchen	£	:	
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PLUS deposit to secure booking (50% of above) per Conditions)	£	:	(refundable as
Total Amount Due:	£	:	=====

PLEASE NOTE:

(1) The full amount should be sent with the booking form. If this is not practical (e.g. booking made well in advance), the minimum amount acceptable to secure the booking is 50% of the Hiring Fees. In the case of bookings for the next financial year, payment in full should be made by March 31 to ensure that rates quoted above are honoured.

(2) **Should you exceed the above period of hire, additional hours will be charged.**

PLEASE SIGN THE FORM BEFORE RETURNING IT TO THE HALL MANAGER

I have read and understood the conditions of hire and will be present throughout the entire function.

Authorised Signature of Hirer Date.....

FOR OFFICE USE ONLY

Booking Form No..... Date returned.....

Amount received £..... Deposit/Full
