

# BOOKING FORM for QUORN VILLAGE HALL

Single hire



QVH Hourly Hire Fees	Residents	Non-residents	Commercial rate
Main Hall	£12	£14	£15
Council Chambers	£8	£10	£12
Deposit for General Hires	£30	Deposit for Evening Parties	£250
PRICES FROM 1 APRIL 2020			

**Hirer's Details:**

**Name:** .....

**Email:** .....

**Telephone:** .....

**Address:** .....

.....Postcode.....

**Please return this form with your payment to Quorn Parish Council offices. We cannot confirm your booking without a completed booking form. Please inform the office if you plan to have alcohol at your event.**

Type of Event (Party/ Meeting)				Approx. No Attending						
<b>DATE/S</b>						<b>TIME</b>				
Day		Date		Month		2020	From		To	

**Setting up and clearing away time should be included in your hire period.**

VILLAGE HALL (Main Hall)					
Total No of Hours		Hourly Rate	£		Total Hire Fee £

COUNCIL CHAMBERS (if applicable)					
Total No of Hours		Hourly Rate	£		Total Hire Fee £
Add £2 an hour for use of oven if applicable.					£

<b>Deposit against damage (£30 OR £250).</b> <i>The deposit will be returned after the hire provided the premises have been left in good order and the Conditions of Hire complied with.</i>					£
<b>TOTAL</b>					£

**I confirm that I have received and read a copy of the Village Hall Conditions of Hire.**

Signature.....Date.....

Office Use Only : Calendar	Invoice No	Inv./Confirmation sent	Receipt
Access	Dep. Ret.	Amount	Cheque No