

# BOOKING FORM for QUORN VILLAGE HALL REGULAR HIRERS



**One of the following contacts must be the treasurer or the person to whom invoices must be sent.**

Name of Main Contact:.....

Position (Sec./Chair/Treas.)..... Telephone.....

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Email:..... Mobile.....

Address:..... Postcode.....

Name of 2nd Contact:.....

Position (Sec./Chair/Treas.)..... Telephone.....

Email:..... Mobile.....

Address:..... Postcode.....

### Room/s (Tick as required):

Quorn Village Hall (Main Hall)		Quorn Village Hall Council Chambers	
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Description (e.g. yoga class, meeting, club.)		Approx. No Attending	
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### Agreed Hire Rate

No. of Hours per session		Hourly Rate	£	Total fee per session	£
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### Day and Times Required. List additional dates and times on page 2. Time:

Weekly, monthly, other		Day of the week		Start date		From	.....	To	.....
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**Setting up and clearing away time should be included in your hire period.**

**Payment:** Invoices will be raised monthly in arrears and must be paid within 14 days of invoice date. Payment can be by cash, cheque payable to Quorn Parish Council or bank transfer. (Sort code 40-51-62 Acc. 60093358).

- I confirm that I have received and read a copy of the Quorn Village Hall Conditions of Hire.
- As a Hirer of Quorn Village Hall I understand that I am responsible for ensuring that I have all necessary insurances and licences in place, including music licences if required.
- I will familiarise myself with the Fire and Emergency information for the Village Hall.

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

Office Use Only : Calendar..... Confirmed.... Key No..... Notes.....

