

Quorn Village Hall Booking Form

Quorn
Parish Council



Hirer's Details

Name: _____

Telephone: _____

Mobile: _____

e-mail: _____

Address: _____ Post code: _____

Date and Times Required

Dates: day: _____ date: _____ month: _____ 20 _____ Times*: from: _____ to: _____

***Please note: SETTING UP AND CLEARING AWAY TIME SHOULD BE INCLUDED IN YOUR HIRE PERIOD**

Type of Event: _____ Approx number attending: _____
eg: Birthday party

Rooms Required: Please tick all that apply Hall Kitchen Committee room

Facilities Required: Please tick all that apply Use of oven Stage lighting
Charged at £2.00 per hour, per facility

Hire Charges: Quorn Residents: £10.00 per hour Commercial hire: £13.00 per hour
Non-Quorn Residents: £12.00 per hour Wedding parties: £15.00 per hour
Committee Room: £6.00 per hour

Deposit against damage: Evening parties: £250.00 Other hires: £30.00
The deposit will be refunded after the hire, provided the hall is left in good order and all refuse/litter removed.

Total hours booked: _____ x **applicable hourly rate:** £ _____ **Total Hire:** £ _____

Facilities hours booked: _____ x £2.00 **Total Facilities Charge:** £ _____

Damage deposit: £30.00 / £250.00 Please delete whichever does not apply £ _____

TOTAL: £ _____

I enclose payment for the total shown above, made payable to Quorn Parish Council.

I will pay by bank transfer (our bank details given upon request).

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

Signed: _____ Date: _____

Please return this form with your payment to the address below. Receipt of both will confirm your booking.

Office use only

Confirmation sent: _____ Invoice number: _____ Receipt number: _____

Date key(s) collected: _____ Key number: _____ Date key(s) returned: _____

Deposit refund requested: _____ Amount: £ _____ Cheque sent: _____