

# Quorn Village Hall Booking Form

Quorn  
Parish Council



## Hirer's Details

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_

## Date and Times Required

Date: day: \_\_\_\_\_ date: \_\_\_\_\_ month: \_\_\_\_\_ 20 \_\_\_\_ Times: from: \_\_\_\_\_ to: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Approx number attending: \_\_\_\_\_  
eg 21st birthday party

Rooms Required: Hall  Kitchen  Balcony  Committee Room   
Please tick all that apply

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

Hire Charges: Quorn Residents: £9.00 per hour  
Non-Quorn Residents: £11.00 per hour  
Committee Room: £5.00 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.

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

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 a cheque for the total shown above, made payable to Quorn Parish Council.

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. Thank you.

### Office use only

Confirmation sent: \_\_\_\_\_ Invoice Number: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date key(s) collected: \_\_\_\_\_ Date key(s) returned: \_\_\_\_\_

Deposit refund requested: \_\_\_\_\_ Amount: £ \_\_\_\_\_ Cheque sent: \_\_\_\_\_