

# Quorn Parish Council



## QUORN VILLAGE HALL BOOKING FORM REGULAR USERS

Contact Name: .....

Name of Organisation/Society, etc: .....

Address: .....

Post code: .....

Tel: ..... Mobile: ..... e-mail: .....

Type of Event\*: .....

**\* For commercial/profit-making bookings attach insurance details (see Conditions of Hire).**

**Dates required:** Please list dates and times on accompanying sheet. All preparation and clearing-up time must be included in the Hire Period.

**Number attending event:** .....  
(Limitations are as detailed in Conditions of Hire)

### Agreed Hire Rate\*:

Hall: £10.00/hour (Quorn resident)  £12.00/hour (non-Quorn resident)

Committee room: £6.00/hour (non-Commercial)

*Please tick rate as applicable*

\* Hire rates are reviewed after every financial year and may be subject to change.

**Payment frequency:** Invoices will be raised monthly in arrears. Invoices should be paid within 14 days of invoice date.

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Does your organisation hold a key to the Village Hall? Yes  Key No: .....

No

**Designated key holder name/address:** (any changes must be notified to the Council).

Name: ..... Address: .....

Post code: .....

I confirm that I have received and read a copy of the Quorn Village Hall Conditions of Hire, dated April 2013.

Signed: ..... Date: .....