

Quorn Village Hall Booking Form

Quorn
Parish Council



Your name: _____

Telephone: _____

Mobile: _____

E-mail: _____

Your address: _____

Postcode: _____

Date required: (d) ____ / (m) ____ / 20____ **Times:** (from) _____ (to) _____

Rooms (please circle all that apply): Hall Kitchen Committee Room Balcony

Facilities required (circle any that apply): Use of oven / Stage lighting
Charged at £2.00 per hour, per facility.

Hire charges: Quorn Residents: £8.00 per hour

Non Quorn Residents : £10.00 per hour

Committee Room Hire: £5.00 per hour

Deposit against damage: Evening parties £250 / Other hires: £30

The deposit will be repaid 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 **Total Facilities Charge:** £ _____

Damage deposit: £ 30 / £250 (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:

Office use only:

Confirmation sent: ____ / ____ / ____ Invoice number: _____

Key pickup info given: _____

Deposit requisition submitted: ____ / ____ / ____ Amount: £ _____ Cheque sent: ____ / ____ / ____

Assistant Clerk: Mrs Melanie Burdett
The Parish Office,
7 High Street, Quorn, Leicestershire, LE12 8DS

Telephone: 01509 413067
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www.quorndon.com/parishcouncil/