

# Booking Form

Please read Conditions of Hire 2019 and Hire Charge Tariff January 2018 before completing and signing this form. Then return form to Bookings Secretary by post or by scanning and emailing to [bookings.stokememorialhall@hotmail.com](mailto:bookings.stokememorialhall@hotmail.com) Thank you.

**Contact Details of Hirer:**

<b>Name:</b>	
<b>Full postal address:</b>	
<b>Email address:</b>	
<b>Contact numbers - mobile:</b>	<b>other:</b>

**Booking Details:** (Please include your set up and clear away time)

<b>Nature/Title of Event:</b>							
<b>Activities at Event:</b>							
<b>Date:</b>	Time from:	Time to:	Total Hours	Hourly Rate	No. of people		
				£			
<b>Type of booking:</b> (tick appropriate box)		<b>Resident Hire?</b>	Y / N	<b>Community Event?</b>	Y/N	<b>Business Hire?</b>	Y/N
<b>Will alcohol be consumed at the event?</b>		Y / N	(If alcohol is for sale, a copy of your TENS Licence must be given to the Bookings Secretary a week before the event)				

**Facilities Required:** (tick all that are required)

Main hall		Stage		Public address system	
Kitchen	Oven	Grounds		Hearing Loop	

Further Details/Special Requirements:

**I confirm the agreed Hire Charge and enclose the deposit (if required). I confirm that I have read and will abide by the Memorial Hall Conditions of Hire. I understand that the booking is not confirmed until this signed form has been received and acknowledged to me by the Bookings Secretary.**

Signed	On behalf of hirer/organisation	Date
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Signed	On behalf of <b>Memorial Hall</b>	Date
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**Return to: Bookings Secretary**

Jill Uhlhorn, Old Rose & Crown, 31 Ham Hill, Stoke sub Hamdon, TA14 6RL  
[bookings.stokememorialhall@hotmail.com](mailto:bookings.stokememorialhall@hotmail.com) (01935 829513)

<i>Total cost</i>	<i>£</i>	<i>Damage deposit</i>	<i>£</i>	<i>n</i> <i>/</i> <i>a</i>	<i>Deposit</i>	<i>£</i>	<i>n/a</i>
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Prov. Book date..... Confirm Book date..... Date Paid ..... Receipt No.....