

Booking form for hiring Gilling East Village Hall

(please print off and complete)

YOUR DETAILS:

Contact name: _____

Address: _____

Tel: _____ Mobile: _____

Email: _____

Name of Organisation/Society (if applicable) _____

DATES and TIMES YOU REQUIRE:

(All preparation and clearing up times must be included)

Date: _____ Times: _____

Number of Sessions (if applicable): _____

Type of event: _____

(e.g. birthday party/fitness class)

I confirm that there will be adequate supervision of children (under 18 years of age).

Signed: _____

WHICH ROOMS DO YOU REQUIRE?

(Please tick the rooms needed)

Main Hall: _____ Kitchen: _____ Meeting Room: _____

Type of Event: _____

(For commercial/profit-making bookings attach insurance details)

Frequency of Booking (please tick):

One Off: _____ Weekly: _____

Monthly: _____ Annual: _____

Please specify further details (e.g.) every Monday in term time 3 – 4pm):

WHAT YOU WILL HAVE TO PAY:

Agreed Hire Rate: _____ Number attending Event: _____
(See conditions of hire) (Limitations as in Conditions of Hire)

Total Hours Booked: _____

Total Hire Price: _____ Deposit: _____

I enclose a cheque for the total price and deposit made payable to 'Gilling East Village Hall'.

I confirm that I have received and read a copy of the 'Conditions of Hire and Information for Hirers' and that I accept the conditions of hire.

Signed: _____ **Date:** _____

PLEASE RETURN THIS FORM WITH YOUR CHEQUE TO THE BOOKINGS SECRETARY.

Lin Dyson
Karibu
Station Road
Gilling East
York
YO62 4JL