

## TILSTON WAR MEMORIAL HALL BOOKING FORM

Name of organisation/hirer: \_\_\_\_\_

Adult responsible for hire: \_\_\_\_\_

(Adults must be over 18 and be present for the duration of the booking)

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

\_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Time of hire (including setting up and clearing up time) From \_\_\_\_\_ to \_\_\_\_\_

Nature of event: \_\_\_\_\_

Private: Yes/No    Public event: Yes/No    Numbers expected to attend \_\_\_\_\_

Please tick rooms required:

Main hall     GP Room     Meeting room

Full kitchen facilities (An additional charge of £25 will be made if full catering facilities are required including use of all crockery, cutlery, dishwasher etc. No charge is levied if the kitchen is only used for serving light refreshments)

Are bar facilities required: Yes/No (if a licence is required there will be a charge of £20)

Does the event include music or entertainment: Yes/No. If so, please give details:

\_\_\_\_\_

Please note: Bouncy castles are excluded from our insurance. If you are using one, please ensure that you are covered through the hire company or your own household insurance. The grassed area at the rear of the hall is not owned by the hall.

Hire charges applicable from 1<sup>st</sup> September 2023

Please note that a minimum hire period of one hour applies with additional time over the first hour being in 30-minute increments.

Main Hall: £20 per hour                  Kitchen: £25 per day (full facilities)

GP Room £25 per session (i.e. morning, afternoon or evening)

Meeting Room £20 per session (i.e. morning, afternoon or evening)

Children's Parties £65 (up to 4 hours).

Cost for this booking: £\_\_\_\_\_ Please send payment with your booking.

Cheque enclosed (payable to Tilston Village Hall) or

BACS payment made direct to our bank account: Tilston Village Hall.

Sort Code 30 99 95. Account number 00930619 (Please use your surname and date of hire as reference)

I/We wish to hire Tilston War Memorial Hall for the above event and accept the conditions of hire.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Please return this form to: Jill Farmer, Lane End Cottage, Long Lane, Tilston, Malpas, SY14 7HA

**bookings@tilstonvillagehall.co.uk**    Tel 01829 250471