**REMENHAM PARISH HALL - Booking Form (updated Aug 2023)**

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| **Name:**   |   |
| **Address:**   |   |
| **Telephone number:****Mobile number:**  |   |  **Email:** |   |
| **Date of event:** |   |
| **Time of event including setting up and clearing**   | **From:**   |  **To:**   |
| **Purpose for hall use eg adult party, children’s party, wedding reception, regular class\***   |  |
| **Hire fee (no of hours @ £25 per hr**) | Min 2 hrs, whole hours only.  | **Deposit if applicable**   |   |
| **Any additional charges, eg crockery, cutlery etc**   |   |
| **Will alcohol be** **sold** ? **Yes/No** If YES, I have read the Conditions of Hire (c) and agree to abide by them. **Sign:** **Will amplified music be played? Yes/No** If YES, I have read the Conditions of Hire (g) and agree to abide by them **Sign:**  |
| \***If running a regular class**, please complete the next section.  |
| I confirm that I hold Personal Public Liability Insurance cover up to £1,000,000: **Sign:**  |
| Insurance Company  | Policy number  |
|   |   |
| **Signature of hirer** Please print name  |     |  **Date**   |   |
| YOU SHOULD RETAIN A COPY OF THIS BOOKING FORM FOR YOUR OWN INFORMATION AND RETURN A SIGNED COPY VIA EMAIL TO remenhamhall@remenhamparish.org.uk **Payment of deposit should be made if applicable:****BANK TRANSFER DETAILS**Account name: Remenham Parochial Church CouncilAccount no: 10752258 Sort code: 20-39-53 Reference: (surname and date of hire)**CHEQUES TO BE MADE PAYABLE TO:** Remenham Parochial Church Council |