**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 Council  Account no: 10752258  Sort code: 20-39-53  Reference: (surname and date of hire)  **CHEQUES TO BE MADE PAYABLE TO:** Remenham Parochial Church Council | | | | | | | | | |