

REMENHAM PARISH HALL - Booking Form (Feb 2019)

Name:			
Address:			
Telephone number Mobile number		email	
Date of event			
Time of event including setting up and clearing	From:	To:	
Purpose for which required, eg adult party, children's party, wedding reception, regular class*			
Hire fee		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 PLEASE RETURN A SIGNED COPY OF THIS FORM, (EITHER SCANNED AND EMAILED OR POSTED) TOGETHER WITH A DEPOSIT IF APPLICABLE, TO:

Mrs Pat Sly

Old Blades, 103 Remenham Lane

Henley-on-Thames, Oxon

RG9 3DB

Tel: 01491 577925 (preferred) or mobile 07909 795843

Email: remenhamhall@remenhamparish.org.uk

CHEQUES TO BE MADE PAYABLE TO - RPCC (HALL A/C)

BANK DETAILS:

Barclays Bank, Henley-on-Thames, Sort code 20-39-53

Payee: Remenham PCC (Hall A/C), Account no: 10752258

Reference: (surname and date of hire).