

THE LECONFIELD HALL PETWORTH

(Registered charity no. 1167354)

BOOKING APPLICATION FORM

FULL NAME

NAME OF ORGANISATION

Does your organisation have any form of liability insurance for this booking? Y/N

Note: If the booking will involve children or vulnerable adults and is not a private function, you must have suitable protection insurance and provide details here.

If Yes, please confirm: Insurance company

And Policy Number

YOUR ADDRESS

..... POSTCODE

TEL NO E MAIL

Please write here when you require the Hall:

Date (s)

Time(s)

Please write here which parts of the Hall you need (e.g. Whole Hall, upstairs, just Garland Room etc.)

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Do you need the raked seating?

Do you require any setting up time, and if so, when?

It is understood that setting up time will be charged in the event that a paying booking has to be turned down

Will alcohol be available during your booking? Y/N

If Yes, I confirm I have signed the Leconfield Hall's Authorisation of Sale of Alcohol letter.

I apply for a booking of the Hall as shown above. I agree to the scale of charges current at the time of hiring (reviewed each April) and agree to abide by the Rules, a copy of which are on the Hall web site, and will read before using the Hall. I will commit myself and any organisation which I represent to the Rules.

Signed: (Hirer)

For and on behalf of (organisation):

Signed:

For and on behalf of The Leconfield Hall Date:

Invoice No	Deposit Paid	Balance Paid	
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