**INKBERROW COMMUNITY COUNCIL**

Registered Charity No. 532158

**BOOKING FORM FOR SPECIAL EVENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANISATION** |  | | |
| **CONTACT NAME** |  | | |
| **CONTACT TELEPHONE NO/EMAIL** |  | | |
| **EMAIL/ADDRESS FOR INVOICE** |  | | |
| **DATE(S) REQUIRED** |  | | |
| **TIME** | **FROM** | **TO** | **PLEASE NOTE THIS MUST INCLUDE ANY SETTING UP TIME NEEDED** |
| **FACILITIES (PLEASE INDICATE)** | **Main Hall**  **Kitchen**  **Committee Room**  **Small Meeting Room** | | |
| **BAR FACILITIES REQUIRED** | **YES/NO** | | |
| **BAR TIME** | **FROM** | **TO** | **PLEASE NOTE IT IS RESPONSIBILITY OF THE HIRER TO APPLY FOR A SPECIAL EVENT LICENCE** |

I / We accept the terms and conditions of hire.

I / We agree to pay for any damage incurred and/or leaving any part of the hired facilities in an unclean or unsatisfactory condition (charge £50), also exceeding the agreed time limit (charge £25).

I / We confirm the booking and enclose a cheque for £25, to be deducted from payment of the total charge.

Please make cheques to be made payable to Inkberrow Community Council.

Signature ...........................................................................................................

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**Please return two hard copies of this form or email to:**

**Becca - Westall Hall Farm,Holberrow Green B96 6JY**

telephone:07508027513 or email(inkberrowvillagehall@outlook.com)