**BOOKING FORM FOR REGULAR EVENTS**

**INKBERROW COMMUNITY CENTRE CIO**

Registered Charity No. 1205654

Inkberrow Village Hall, Sands Road, Inkberrow, Worcestershire WR7 4HJ

Inkberrow Village Hall and its premises are owned by Inkberrow Parish Council and the CIO is separately constituted with delegated authority to manage them for public benefit.

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| **ORGANISATION** |  | |
| **CONTACT NAME** |  | |
| **CONTACT TELEPHONE NO/EMAIL** |  | |
| **EMAIL/ADDRESS FOR INVOICE** |  | |
| **MONTH** | **DAY(S) /DATE(S)** | **TIME (S)**  **To include any setting/clearing up time** |
| **JANUARY** |  |  |
| **FEBRUARY** |  |  |
| **MARCH** |  |  |
| **APRIL** |  |  |
| **MAY** |  |  |
| **JUNE** |  |  |
| **JULY** |  |  |
| **AUGUST** |  |  |
| **SEPTEMBER** |  |  |
| **OCTOBER** |  |  |
| **NOVEMBER** |  |  |
| **DECEMBER** |  |  |
| **FACILITIES (PLEASE INDICATE)** | **Main Hall**  **Kitchen**  **Committee Room**  **Small Meeting Room** | |

It should be noted that booking of the Hall involves a legally binding contract with the CIO that binds the hirer to abide by the terms and conditions as set out in a separate document on the website.

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 confirm that payment will be made within 7 days of receiving the invoice. Regular bookings will be invoiced at the end of each month following these bookings. Details will be given either on the invoice or in the accompanying email to the invoice. Please email [inkberowvillagehall@outlook.com](mailto:inkberowvillagehall@outlook.com) or deliver this form to the Booking Secretary, Lynne Joynes, Oak View, 5 Sands Road, Inberrow, Worcestershire WR7 4 HJ

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