

KEMPLEY VILLAGE HALL TRUST (KVHT) - BOOKING FORM
KEMPLEY VILLAGE HALL, KEMPLEY, DYMOCK, GLOUCESTERSHIRE, GL18 2BP

Completion is taken as the acceptance of the Hirer to the Hire Agreement and the Hire Charges. Please complete a separate form for each event unless you are making a regular booking (more than 4 times pa).
Please read the Hire Agreement and the Hire Charges carefully prior to completing the booking form.

APPLICANT DETAILS		
Name of Individual / Organisation		
Contact Name(s)		
Contact Address (incl. Postcode) <i>We will use this address to return the deposit</i>		Contact Telephone:
Contact E-Mail		
Date(s) required	From:	To:
Times / Sessions required <i>Include setting up and clearing up time</i>		
Estimated number of people attending <i>to meet our licence and insurance conditions</i>		
Purpose of Booking <i>if other please state</i>		
Planning to sell alcohol? <i>All bookings which include sale of alcohol will incur an additional £25 charge to cover licensing costs</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Internet Access Required? <i>See Hire Charges document for rates</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Specific set up / item requirements?		
Post event cleaning required? <i>(Optional – at additional charge)</i>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
I have read, and agreed to abide by the Hire Agreement as set out by KVHT		
Signed		
On behalf of (if applicable)		Date

FOR ADMINISTRATIVE USE ONLY			
Hire fee		Security Deposit	
Date payment received		Committee member confirming booking	
Signed on behalf of KVHT		Date	
Deposit amount to return		Date returned	

Please return completed forms to the Booking Secretary:
 Katie Osmond, Stonethwaite, Kempley Green, GL18 2BW or kempleyvillagehall@gmail.com

Bookings will be confirmed by email / telephone. Please keep a copy of this form for your records.

Cheques should be made payable to “**Kempley Village Hall Trust**”