

**SOUTH OTTERINGTON, MAUNBY AND NEWBY WISKE VILLAGE  
HALL COMMITTEE**

**PLEASE ASK YOUR GUESTS TO PARK OUTSIDE THE SCHOOL**

**Private Form For Hire Of The Hall**

Charge £30 (if a booking exceeds 3 hours, a further charge is made of £10 for each extra part/full hour)

This form should be returned to the Bookings Secretary  
(**Penny Helliwell, Garthlea, South Otterington DL7 9HU ,tel 07977231276**  
(**email bookings@southotterington.org.uk**) ideally 28 days before the event

**Please pay at the time of booking by cheques payable to "South Otterington Village Hall" or  
by bank transfer to 40-52-40 00007120**

**If an event is cancelled, at least 7 days' notice must be given: if not, a cancellation fee of £10 applies**

Please **complete** Sections **A or B** as appropriate **and** Sections **C and D**

**Section A Details of Organisation Making Booking**

Name of Organisation .....  
Name of Person Making Booking ..... Designation .....  
Address of Person Making Booking .....  
..... Tele No .....  
Name of Person(s) Supervising Event .....  
Address of Person(s) Supervising Event .....  
.....  
E Mail Address(es) .....  
Tele ..... Tele .....

**Section B Details of Individual Making Booking**

Name of Person Making Booking .....  
Address of Person Making Booking .....  
E Mail..... Tele No .....  
Are you responsible for the event yourself? YES/NO\*  
If "NO", please give the name, address ,E Mail and tele no of a person(s) who will be responsible on your behalf  
.....  
.....  
E Mail..... Tele No.....

**Section C Details of the Booking**

Date ..... From ..... To ..... Type of Event .....  
Is there a licensed bar? YES/NO Is there entertainment? YES/NO Type .....

**Section D Confirmation of the Booking**

I confirm that I have been made aware of the "CONDITIONS OF USE", including the fire safety procedure, and been shown the relevant items in the hall. I hereby take full responsibility for ensuring that all the conditions for hire and use of the hall are fully complied with and request the booking as set out above.

**Signature of Person Making Booking** ..... **Date** .....

**Acknowledgement of Booking**

User ..... Date of Event .....  
Bookings Secretary ..... Date ..... Receipt Number.....