

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

PLEASE ASK YOUR GUESTS TO PARK OUTSIDE THE SCHOOL

Booking Form For Hire Of The Hall – Regular User

Charge £14 (if a booking exceeds 3 hours, a further charge is made of £5 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 Mailand 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.....