



HENLLYS VILLAGE HALL

www.henllysvillagehall.org.uk

Charity Commission Registration Number 500183

BOOKING FORM – REGULAR HIRERS

BOOKING DETAILS

(Please read Conditions of Hire before completing)

Reference number: R

1.	Title of Organisation: (if applicable)			
2.	Name and Address of Hirer: Must be 21 years of age or over (25 years of age or over when a bar is requested).			
3.	Telephone Number: Email address:			
4.	Type of Event:			
5.	Dates Required: (all dates may not be available)	Please complete additional sheet provided.		
6.	Times Required:	From:	To:	Hours: Office use only
7.	Facilities Required: (Please tick)	Main Hall <input type="checkbox"/>	Meeting Room: <input type="checkbox"/>	
8.	Additional Information	Approximate numbers attending <input type="checkbox"/> Age Group Under 16 16-25 25-60 over 60 (Please tick) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
9.	Hire Charges: Per hour (or part thereof) Main Room - before 6pm £10 after 6pm £12.50 Meeting Room before 6pm £5 after 6pm £6	Payment is monthly in advance. Please specify your preferred method of payment : Standing order or Cheque or Cash		Office use only
10.	Please return the completed booking form to:	The Hall Supervisor Henllys Village Hall Henllys Village Road Henllys, Cwmbran NP44 6JZ		

I have read and understood the Conditions of Hire and confirm that the person/organisation who is applying accepts them.

NAME (Please print)

SIGNED **DATE**

Hirer's contact details will be securely stored and used for the sole purpose of the management of bookings