HENLLYS VILLAGE HALL

www.henllysvillagehall.org.uk

Charity Commission Registration Number 500183

BOOKING FORM – REGULAR USERS

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** ☐ **Meeting Room:** ☐
8.	**Additional Information**	**Approximate numbers attending** ☐ **Age Group** (Please tick) **Under 16** ☐ **16-25** ☐ **25-60** ☐ **over 60** ☐
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