

WHITWICK PARK HALL BOOKING FORM

Thank you for enquiring about hiring **PARK HALL**,
Whitwick Park, North Street, Whitwick, LE67 5HB
Any queries please email (overleaf) or call 01530 459527.



HIRER'S DETAILS

In case of cancellation through bad weather or sickness we need the following information to make contact with delegates to avoid unnecessary travel. Our Privacy Policy (see website) states we will not use this information for other than its immediate purpose.

Name	
Telephone	
Email	
Address	

EVENT DETAILS

NB Your setting up and clearing away time should be included in the hire period

Date(s) and time(s) required (the minimum hire period is 2 hrs per session)				Start Time
				End Time
	Please indicate if this is a *single / *multiple booking. (Delete as applicable)	Complete for multiple bookings only		
No. Sessions		No. Hours	Total Hours	Hire Fee
				£
Type of Event (eg birthday party, keep fit class, whist drive, etc)				
Is this a commercial/profit making booking? If so, we need to see your insurance details, please attach them to the application if you have them	Yes No			
Is this a private event or will it be open to the public?	Private / Public			
If this is a public event, will it be attended by children under 16 or vulnerable adults?	Yes / No If so, we will ask for more information from you before we can confirm the booking.			
Facilities Required (main hall, kitchen, office)				
Number of people attending (please see conditions for maximum numbers)				

Do you need tables and chairs? If so, how many of each?	Tables (maximum 10)	I need
	Chairs (maximum 60)	I need
Do you plan to play music?	Yes / No	
Do you plan to bring alcohol for your own consumption?	Yes / No	

FEE DUE	
Minimum charge £20.00 , for the first 2 hours, then add £5.00 per half hour	£
Add Deposit £20.00 (this will be refunded if the building is left in a satisfactory condition)	£
Late booking fee £5.00 – If there is less than 28 days notice given there is a £5.00 processing charge added due to having to arrange caretaker cover and processing the booking.	
Total amount due. Payment is required in advance and by cheque. We are sorry we cannot accept cash or cards. Please make cheques payable to Whitwick Parish Council	

I enclose payment of £

I confirm that I have read the Conditions of Hire and will abide by them.

I agree to indemnify the Parish Council against any liabilities arising out of my use of the Hall which are not due to neglect by the Council.

Signed _____

Printed: _____

Dated:

Whitwick Park Hall is owned and managed by Whitwick Parish Council.

When complete please return to Whitwick Parish Community Office, 3a Market Place, Whitwick, LE67 5DT or email to bookings@whitwickpc.org

For office use:

Date Rec'd		Hall viewed by hirer	Yes/Declined
Logged in diary		Rota Issued - Caretaker	
Calculation checked:		Room checked after hire	
Correct Amount Paid		Deposit refunded	Chq No
Transaction Ref		Transaction Ref	
Receipt Posted to Hirer		Date posted to Hirer	