

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	
<i>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.</i>	
Organisation	
Name	
Telephone	
Email	
Address	

EVENT DETAILS	
Date of event/s	
Times of event (to include set up/ clearing up times)	
Event fee (Minimum booking of 2 hours applies. Then any extra hourly increments) x £18.00 per hour =
Total fee due (number of events x event fee)	
Type of event (e.g. 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
Facilities Required (main hall, kitchen, toilets)	
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
Are you hiring entertainment? (If yes, we require the supplier details.)	Yes / No
Are you hiring an indoor/outdoor bouncy castle? (If yes, we require the supplier details.)	Yes / No

I confirm that I have read the Conditions of Hire that were attached to your email along with this form and will abide by them.

The hall must be left clean and tidy with all rubbish removed after your event. If upon inspection we find any damage or extra cleaning is required, we will then contact you for a surcharge fee of £50.00.

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. If a situation does arise, please report it to the Parish Office.

Payments:

Payment must be made **in full** at the time of returning your completed booking form to confirm your booking date.

BACS Details: Whitwick Parish Council A/C: 20350992 Sort Code: 60-83-01

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@whitwickparishcouncil.gov.uk

Your signature below confirms your understanding and agreement of the above terms.

Signed: _____

Printed: _____

Dated: _____

For office use:

Date form received:		Calendar updated:	
Amount due:		Date paid:	
Invoice No:		Confirmation emailed:	