



WHITWICK PARK HALL BOOKING FORM

HIRER'S DETAILS	
Name	
Telephone	
Email	
Address	

DATE AND TIME REQUIRED	
<i>Your setting up and clearing away time should be included in the hire period</i>	
Date(s) and time required (the minimum hire period is 1½ hrs per session) Please indicate if this is a single or multiple booking.	
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?	Yes No
If this is a public event, will it be attended by children under 16 or vulnerable adults? If so, we will ask for more information from you before we can confirm the booking.	Yes No
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) Chairs (maximum 40)
Do you plan to play music?	Yes No
Do you plan to bring alcohol for your own consumption?	Yes No

FEE DUE	
Minimum charge £15.00 , for the first 1½ hours, then add £5.00 per half hour	£
Add Deposit (this will be refunded if the building is left in a satisfactory condition)	£
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

Dated:

For office use:

Logged in diary

Amount Paid

Transaction Ref

Date deposit refunded/cheque number