

# Wyaston Village Hall (WVH)

## BOOKING FORM - complete online.

Under new regulations we need your consent to use this information to contact you about anything to do with this booking

Please tick to continue. **Please complete \***

I agree that Wyaston Village Hall may store the information I have submitted to make this booking in digital format for a period of up to one year after the date of the hall booking. \*

Yes  No

Name of organisation or individual \*

Contact Telephone Number \*

Contact email address \*

Postal address \*

I wish to book \*

1. The main hall only @ **£15 per** hour which includes the use of the kitchen to make tea & coffee

OR

2. Full use of the main hall including the kitchen @ **£17.50** per hour to prepare meals using the cookers

Nature of event \*

Date of event \*

Start time \*

Finish time \*

I confirm that the start and finish times include adequate time to set up before and clear way afterwards. \* Yes

Surname of responsible adult making Booking \*

Please Note: The hall capacity is set for a total head count of 190 people, this must NOT be exceeded. Please tick the box to confirm your understanding.

I hereby confirm that I have read, understand and accept the terms and requirements as published. I confirm that I am the person responsible for the premises and the point of contact for ensuring Health & Safety and Fire Safety of all users during the hire period and its contents during the times stated above. I am 18 years or older.

Please Note: putting up of any decorations in the hall will need prior permission.

Yes

Signed \*

Please print name \*

Dated \*

Additional information:

*I will be paying by:*

Internet Banking\* A/c **39573968** Sort Code **30-54-66**  (Preferred Option)

Cheque payable to\*: *Edlaston & Wyaston Village Hall Committee*

Cash by agreement \*

Other (please specify)

I need an invoice prior to making payment \*

Yes  No

I need a receipt upon making payment \*

Yes  No

Alcohol to be served \*

Yes  No

Licence applied for \*

Yes  No

Bring your own Alcohol\*

Yes  No

### Booking ID:

Please type the date and month of the booking in format DDMM followed by your surname. This must be used when making payment by internet banking or be written on the reverse of your cheque (see booking information page) \*