

Booking Form for Docking Village Hall

Agreement between: Docking Village Hall Committee ("the Committee")

and:

(Name of organisation or individual "the Hirer")

Person Responsible for hiring: _____

Address: _____

Post Code: _____ Tel. No: _____

Email address: _____

Part(s) of hall required: Main Hall Meeting Room Kitchen

place an x in the box of area(s) required:

Date of hire: From: To:

Purpose/description of hiring:

Private event: Public event: Approximate numbers in attendance:

Make up of guests (age group, etc.):

Music type: From: To:

Hiring fee: £ Deposit: £ (deposit required with booking)

Balance: £ (balance is payable before the start of the event)

The Hirer agrees that he/she has read, will observe and abide by the Standard Conditions of Hire shown on the Docking Village Hall website and any Special Conditions noted here:

Hirer signature: Date:

Please return this form together with the appropriate deposit to: Josie Flower
c/o Dr. W.E. Ripper Memorial Hall, High Street, Docking, Norfolk PE31 8NG. Tel: 01485 518 443

All cheques to be made payable to: Docking Village Hall

Booking confirmed Date:
(on behalf of the committee):