

BOOKING REQUEST FORM
THE LORD THURLOW VILLAGE HALL,
SCHOOL ROAD, GREAT ASHFIELD, IP31 3HN

If you wish to book the village hall, please complete the following details and return to the Bookings Secretary, Carol White via email: carolwhite31@live.co.uk

NAME OF PERSON/ORGANISATION HIRING THE HALL:

ADDRESS:

POST CODE:

TELEPHONE NUMBER:

MOBILE NUMBER:

EMAIL ADDRESS:

DETAILS OF EVENT:

DATE OF HIRE:

FROM:

TO:

ANTICIPATED NUMBERS:

SPECIAL REQUESTS / COMMENTS / NEEDS:

PARKING: Please make sure that available village hall parking is suitable for your event requirements or discuss alternative arrangements prior to booking the hall.

Please **DO NOT PARK** on the road outside the hall.

I confirm that I am over 18 years old and have read and accepted the terms and conditions of Hire, the Safeguarding Policies & Procedures, the Health & Safety Policy & the Equality, Diversity & Inclusion Policy, all available on the village hall website

www.greatashfieldvillagehall.com

TICK HERE TO CONFIRM YOU HAVE READ THE TERMS AND CONDITIONS

SIGNED:

DATE: