

Booking Request by:

name
 age (if under 25)
 address
 village / town
 post code
 telephone number(s)
 e-mail address
 date of application

For:

private / organisation
 maximum number expected

name of org'n:
not more than 120 in Main Hall

Date wanted:

day of week
 Start/finish times

day: date: / /
start: : finish: : .

Hall Facilities required:

Main Hall
 Side Hall
 Bar
 Sale of Alcohol

yes / no
yes / no
yes / no
yes (refer to conditions) / no

Extras:

Use of Kitchen
 (bring your own tea towels)
 Stage
 Sound System
 Vision System
 Car parking

cooking / drinks, cold foods / not required
yes / no
yes / no
yes / no
yes / no

Notes:

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Agreement: I have read a copy of The Conditions of Hire for The Ipplepen Village Hall and accept them and have read the Fire Safety Procedures (both at www.ipplepen-village-hall.co.uk). Further, I understand and accept that the personal data contained on this form may be kept in a database for hall management reasons alone, until I request that it is deleted.

Please find enclosed my deposit (£50). I will settle any balance of the charges (Hire and "Service Charge for Utilities") within 14 days of being invoiced for the Hire.

signed: _____ date: _____

Return completed Booking Application to:

The IVH Bookings Officer, 9 Fore Street, Ipplepen, NA, TQ12 5RH.

Make cheques payable to: Ipplepen Village Hall or **Bank Transfers to:** 20-60-88 / 90515345

Email: bookings@ipplepen-village-hall.co.uk

For official use: IVH / 2013 / B

£ : date: .
