Ipplepen Village Hall **Booking Request**

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

date of application	

For:

private / organisation	name of org'n:
maximum number expected	not more than 120 in Main Hall

Date wanted:

day of week	day: date: / /
Start/finish times	start: : finish: : .

Hall Facilities required:

Main Hall	yes / no
Side Hall	yes / no
Bar	yes / no
Sale of Alcohol	yes (refer to conditions) / no

Extras:

Use of Kitchen (bring your own tea towels)	cooking / drinks, cold foods / not required
Stage	yes / no
Sound System	yes / no
Vision System	yes / no
Car parking	yes / no

Notes:

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, 11 Luscombe Close, Ipplepen, NA, TQ12 5QJ.
Make cheques payable to: Ipplepen Village Hall or **Bank Transfers to**: 20-60-88 / 90515345
Email: peterjohnparish@outlook.com

For official use: *IVH / 2013 / B*   £   : date: .