

YARKHILL VILLAGE HALL BOOKING FORM

APPLICANT INFORMATION

Name:	
Name of organisation:	
Current address:	
City:	Postcode:
Telephone Number/s:	
Email address:	

BOOKING INFORMATION

Planned activity:		
Room(s) required:		
Dates required:		
Start time:	End time:	(Include setting up and packing up time)
Number of attendees expected:		
Do you require access to tea/ coffee making facilities? Yes / No		
Do you require internet access? Yes / No		
Do you have public liability insurance? Yes / No		

I agree to read and apply the fire risk assessment and the rental terms before using the building. I understand that, if I cancel my booked time any less than one week, I will be subject to a cancellation charge of half the agreed charge for the room hire.

By completing this form you are agreeing to Yarkhill Village Hall keeping your contact details on file for the purposes of invoicing only. We will not send you an unsolicited mail or pass your contact details on.

Signature of applicant	Date
------------------------	------

Payment will be via invoice after your booking. BACS payment is preferred. Please refer to the payment information on the invoice.

END OF SESSION CHECK LIST

1. SWITCH OFF ALL HEATERS AND ALL ELECTRICAL APPLIANCES
(NOT Wi-Fi)
2. TURN OFF IMMERSION HEATER IN THE KITCHEN ABOVE COOKER
3. ENSURE ALL LIGHTS ARE TURNED OFF
4. CLOSE ALL INTERNAL DOORS
5. REMOVE ALL RUBBISH AND TAKE AWAY
6. LOCK ALL DOORS AND WINDOWS AND RETURN KEY TO SAFE