

Longhorsley Village Hall Booking Application Form 2

Booking Request for a **Regular Activity** for a Group, Class, Club or Society

Name of Organisation	
Named Village Hall Representative (if any)	
Organiser Name	
Address	
Email Address	Contact Number
Day of week required & preferred Start date	Time period e.g. 2-4pm
Frequency e.g. Weekly, Monthly, Alternate weeks	Number of people expected to attend
Will members include children or vulnerable people?	
Do you wish to use the Main Hall or the smaller Side Hall?	
Would the group bring specialist equipment? If so, what?	
Will storage of any equipment be required?	
Will the group need access to the Kitchen facilities? If Yes, for what purpose?	
Will the group need to access any of the following equipment: YES/NO – Please Specify	
- Television	- Projector/Screen
- Sound/PA Equipment	

- I confirm that I am over 21 years of age and have read and understood all Conditions of hire.
- I agree to abide by them while hiring the facilities and will leave the premises as found.

Signed:	Date:
---------	-------

Booking Information

ALL bookings **MUST** be confirmed, and access arrangements made, with the Booking Secretary prior to use.

Individuals hiring the Village Hall room(s) may be charged whether or not they are used, unless 7 days notification of cancellation is received by the Booking Secretary.