**BANNINGHAM & COLBY COMMUNITY HALL – BOOKING ENQUIRY FORM**

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| Name of Hirer/Organisation: | Name of person responsible and present on the day of the event (if different). Must be over 21. |
| Address: | Nature of Event:  Number of people attending: |
| Telephone no: | Email: |
| Rooms required:  Main Hall/Annex  Kitchen | Do you wish to arrange to view the Hall before your event? |
| Date rooms required: |  |
| Event Start time (includes set-up) |  |
| Event End time (includes tidy -up) |  |
| Any other requirements: |  |
| Where did you hear about the Community Hall? |  |

PLEASE COMPLETE THIS ENQUIRY FORM AND EMAIL IT TO

[davidholgate312@gmail.com](mailto:davidholgate312@gmail.com)

WE WILL CONFIRM AVAILABILITY AND FEE ASAP. IF YOU WISH TO PROCEED WITH THE BOOKING WE WILL SEND YOU AN INVOICE AND HIRE AGREEMENT FOR SIGNATURE WHICH WILL SECURE THE BOOKING. A DEPOSIT OF £50 WILL BE REQUIRED TWO WEEKS BEFORE THE EVENT.

APRIL 2023