**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

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