

Clipstone Village Hall Booking Form

Name: _____ Organisation: _____

Address (incl. postcode): _____

Telephone/Mobile No: _____ Email: _____

Date and frequency of Event(s): _____

Start date: _____ End date _____

Event Description _____

Anticipated average number of participants: _____

Clipstone Village Hall uses personal data for the purposes of managing hall bookings, emergencies, finances, events and publicity. Please tick here that you agree for Clipstone Village Hall to retain your personal data for these purposes.

Please tick here if you are willing for us to share your contact details with other groups and organisations benefitting the residents of the Parish of Clipstone.

Minimum Booking is one hour. Please also allow sufficient time for setting up/clearing away.

| Room For Hire: | Time From: | Time To: |
|------------------------|------------|----------|
| Main Hall | | |
| Meeting Room | | |
| Kitchen | | |
| Foyer | | |
| (+)Plus Damage Deposit | £50.00 | |

Please sign here if your organisation has its own Public Liability Insurance: _____

If you are hiring the hall to run a group and charge your members, please provide proof of public liability insurance for your group's activity. Please provide proof of qualification to teach your group and any licences required.

Please provide details of expected number of guests/attendees, number of tables/chairs required:

Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Clipstone Village Hall and hereby agree to be bound by such conditions.

Applicants Signature: _____ Date: _____

Please return your completed form to:

The Village Hall, Church Road, Clipstone Village, Mansfield, NG21 9DF

Email: bookings@clipstoneparishcouncil.org