

Clipstone Village Hall Booking Form

Name: _____ Organisation: _____

Address (incl. postcode): _____

Telephone/Mobile No: _____ Email: _____

Date and frequency of Event(s): _____

Event Description _____

Anticipated average number of participants (groups only): _____

Clipstone Village Hall uses personal data for the purposes of managing hall bookings, 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:	Cost:
Main Hall			
Meeting Room			
Kitchen			
Foyer			
	Hire Cost		
	(+)Plus Damage Deposit		
	Balance Due:		
	(-) less £10 Holding Deposit:		

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

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.co.uk