

Grampound Village Hall

Booking Form

Please return completed forms, with deposit/payment to:
Mr G Gingell, The Hollies Shop, Fore Street, Grampound, Truro, TR2 4SB

Name			
Address			
Post Code:			
Organisation			
Position			
E-Mail address			
Telephone Contact			
Fax Number			
Date/s of Hire	Regular Bookings please list dates		
Time/s of Hire :			
Purpose/s of Hire:			
Facility/ies Required	Costing		
Please ✓ in [] below to indicate area being booked	1 st hour	Extra hours	Totals
Hall []	£10	x £4	£
Tiered Seating []	£25		£
Stage(negotiable depending on requirements) []	£25		£
Meeting Room []	£8	x £3	£
Use of Kitchen []	£3		£
Changing Room with use of Showers []	£10		£
Field []	£30		£
Plus Hall insurance @ 10% of Booking Fee			£
Booking Total			£

- I / We confirm our Public Liability Insurance (proof provided).
- I / We wish to arrange for cover from the Hall Management Committee.

For Public Entertainment Events, please ensure procedures are adhered to and checks are carried out before the event to comply with H&S requirements.

Signed:

Name: Date:

Name and contact number if different from above
Account to be sent to:

Please ensure that you have read the conditions and regulations of hire, a copy of which is displayed on the Hall Notice Board or copies available from the Booking Secretary.

I hereby apply for the use of the facilities detailed above in accordance with the scale of charges agreed and the conditions and regulations of hire. I undertake to ensure that charges are paid prior to the commencement of the booking and that the hire conditions and regulations are properly observed. I understand that the fee remains payable if the booking is not honoured.

I agree to indemnify the facility against all actions, claims and demands by any person who suffers or sustains any loss, damage, injury or death, arising out of, or as a result of, the use of Grampound School and Community Memorial Hall, due to my negligence, or on the part of such authorised person, during the period of hire.

Signed: Name:

Position: Date:

For office use only:

Booking	
Booking Confirmed on	
Dates Booked	
Deposit Paid (Amount)	
Cost of Hire	
Invoice Amount	
Paid on	
Receipt Issued	
Date and Signature	