

# Orwell Village Hall



## Booking Form 2020

Keysafe code: REF: 

Please complete Section A of this form and submit it either via email or in person to an officer of OVHC

Section A: To be completed by Hirer

Type of Hire*:	Community/Commercial		
Hire Options*:	H&K/CR/Full Hall	H&K/CR/Full Hall	H&K/CR/Full Hall
Date(s) of Hire:			
Sessions*:	Morn/Aft/Eve/All Day	Morn/Aft/Eve/All Day	Morn/Aft/Eve/All Day
Licence*:	YES/NO	YES/NO	YES/NO
Name of Hirer:			
Organisation:			
Address:			
email:			
Telephone:			

KEY - \* - Delete as appropriate

## Section B: Booking Details (to be confirmed by OVHC)

BOOKING			SET UP/CLEAR		BAR	
Date	Sessions	Price	Hours	Price		Total
						0.00
						0.00
						0.00
						0.00
						0.00

**Invoice Total**Total sum due within 7 days of Hire: Deposit payable prior to Hire: Make cheques payable to: **Orwell Village Hall**

For direct transfer payments (please use your Booking Reference above)

Account: Orwell Village Hall

Sort: 09-01-55

Acc no: 21933080

This booking is made subject to the terms and conditions of hire. Please confirm that you have read and understand the terms and conditions.

Please also confirm that you take full responsibility for compliance with the rules and regulations imposed by the Government in relation to the coronavirus pandemic by all those involved with this booking.