

# Fen Drayton Village Hall

Registered Charity No. 300385

## REGULAR USERS GROUPS BOOKING FORM

All bookings are subject to the Terms and Contract of Hire Agreement and the Health and Safety policy.

Please complete using CAPITALS and return to the booking clerk: Diane Warboys, Manor House, Church St

Fen Drayton, CB244SG

Name:

Address including Postcode:

Email:

Day Tel:

Eve Tel:

Mobile:

Name of Group/Club:

Type of Activity:

Public/Private Event:

Hall/s Required: 1. Main Hall 2. Committee

Will you be playing music, recorded or live: Yes/No

NOTE: All group bookings: We will require to see the following documents if appropriate to the nature of your activity. DBS checks, Child Protection Policy, Public Liability Insurance and PPL/PRS License

**BOOKING DETAIL:**

Bookings must be for a minimum of 10 sessions and 2 hrs for each session (unless previously agreed). Please see the cancellation policy in the Contract of Hire. **Start and finish times must include sufficient time for set up and clear down.**

Please also indicate any planned holiday breaks in your schedule.

Day/s Required:
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Entry Time:
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Exit Time:
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<b>Dates Required:</b> (list all dates/months for this booking):
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I have received copies of or read online the Fen Drayton Village Hall Terms and Contract of Hire agreement, Booking Instructions and Health and Safety Policy and understand that along with this Booking Form constitutes the agreement between us.

Signature of hirer:
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Date:
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**Payment: All Regular User Groups will be invoiced monthly which must be paid within 14 days of issue.**

