

## EDINGTON PARISH HALL

Charity Commissions registration number: 309455

### BOOKING FORM – REGULAR USERS

**BOOKING DETAILS** (Please read Conditions of Hire before completing) **KEY HELD**

<b>1.</b>	<b>Title of Organisation</b> (if applicable)	
<b>2.</b>	<b>Name and address of Hirer</b> <b>Must be 21 years of age or over</b>	
	<b>Telephone number</b>	
	<b>Mobile number</b>	
	<b>Email address</b>	
<b>3.</b>	<b>Name, address and phone number of nominated person present throughout the booking in the event of hirer not being present</b>	
<b>4.</b>	<b>Type of event</b>	
<b>5.</b>	<b>Dates required</b> (all dates may not be available)	<b>Please complete the calendar sheet provided</b>
<b>6.</b>	<b>Times required</b> (please include set up and clear up time)	
<b>7.</b>	<b>Hire Charges</b>	<b>£6.00 per hour or part thereof.</b>  <b>Payment is due on receipt of the Treasurer's Invoice</b>
<b>8.</b>	<b>Any additional information</b> (please continue overleaf)	
<b>9.</b>	<b>Please return the completed booking form to:</b>	<b>Rowena Fox, 6 Berry Road, Edington, BA13 4NP</b> <b>Telephone: 01380831464</b> <b>Email: rowena.fox1@gmail.com</b>

I have read and understood the Conditions of Hire, the Safeguarding Policy and the Privacy Policy and confirm that I (the Hirer) and my nominated representative understand and accept them.

**NAME ( Please print)**.....

**SIGNED**..... **DATE**.....

Hirer's contact details will be securely stored and used for the sole purpose of the management of bookings

