

NASH MILLS VILLAGE HALL BOOKING FORM

Registered Charity No.302433

To book the hall please call first to discuss your requirements, check the date is available and to confirm costs. Then return the booking form to the address below. Bookings are not confirmed until we have received and accepted the booking form and payment.

Booking Address

4 Lower Road, Nash Mills, Hemel Hempstead. Herts. HP3 8RU Phone: 07554 997144
or E mail your booking form to gowerkeith@hotmail.co.uk

PLEASE KEEP ONE COPY AND RETURN ANOTHER WITH THE DEPOSIT.

Name.....

Address.....

..... Phone No.....

Date required.....

Type of function.....

REQUIREMENTS: Times from to *

***Please note that booking times must include preparation and clearing up.**

MAIN HALL KITCHEN SIDE ROOM CAR PARK OUTSIDE AREAS

(Please circle areas required. If booking the Main Hall all other areas are included)

TABLES AND CHAIRS CUPS, SAUCERS AND PLATES (PLEASE STATE AMOUNT)

(Please circle if required. NB You need only request tables and chairs if you require in excess of 50 chairs or 7 tables as these are always available)

Payment enclosed	HIRE CHARGE	=
	DAMAGE DEPOSIT	= £100.00.
	TOTAL	=

We are now able to accept payment by cash, cheques (payable to 'Nash Mills Village Hall') or BACS Payments.

When paying by BACS please use the date of your booking and your surname as the reference
e.g. 041017GOWER

BACS Payments to Lloyds Bank; Nash Mills Village Hall, acc no. 00333382 sort code 30-99-21

Hall Hire fees are payable at least one month in advance of the booking date.

I/We acknowledge receipt of a copy of the conditions of hire and agree to the said conditions relating to hire of any part of Nash Mills Village Hall.

SIGNATURE.....DATE.....