

NASH MILLS VILLAGE HALL BOOKING FORM

Registered Charity No.302433

To book the hall either text message 07554 997144 or check our online calendar to make sure the date and time you want is available and confirm costs. Then complete and return this booking form to the email address below and make payment as instructed lower down the page. Bookings are not confirmed until we have received and accepted the booking form and payment.

Return this form by email to: gowerkeith@hotmail.co.uk

Name:	<input type="text"/>		
Address:	<input type="text"/>		
E-Mail:	<input type="text"/>	Phone No:	<input type="text"/>
Date required:	<input type="text"/>	Occurrence type:	<input type="text"/>
Type of function:	<input type="text"/>		
Time from:	<input type="text"/>	Time until:	<input type="text"/> *
*Please note that all times booked must include preparation and clearing up.			
Please tick here if you will need <u>more</u> than 50 chairs or 7 tables: <input type="checkbox"/>			

Please make payment by bank transfer to our account at the time of sending your booking.

Payment enclosed:	Off Peak Hire Charge (currently £16 per hour)	= £	<input type="text"/>
	Saturday Evening (currently £165)	= £	<input type="text"/>
	Damage and Cleaning Deposit (£100 for daytime or £250 for evening)	= £	<input type="text"/>
	Total	= £	<input type="text"/>

Payable to Lloyds Bank; Nash Mills Village Hall, account number 00333382, sort code 30-99-21. Please use the date of your booking and your surname as the reference e.g. 041023GOWER.

Please complete your bank details below to allow us to return your Damage and Cleaning Deposit to you.

Your Bank:	<input type="text"/>	Your Account Name:	<input type="text"/>
Account Number:	<input type="text"/>	Sort Code:	<input type="text"/>

I acknowledge reading, understanding and accepting the terms and conditions of hire (available on our website) and agree to abide by and follow the said processes and conditions relating to the hire of any part of Nash Mills Village Hall.

Signed:

Date:

GDPR, Data Protection Statement. The Booking Secretary may hold and store the information on this form for the sole use and purpose of contacting you about your booking. Relevant information will be passed to the treasurer for the sole purpose of invoicing you and to the hall caretakers for the sole purpose of contacting you regarding your access to the hall. Your information will never be shared with anyone else. Your information is only stored for the sole purpose of contacting you about your past, current and future booking of the Nash Mills Village Hall.