

NASH MILLS VILLAGE HALL BOOKING FORM

Registered Charity No.302433

During the current Covid-19 restrictions the hall is only available for events and activities allowed under the Government guidance which changes frequently and may reduce or add to restrictions. To book the hall please call first to discuss your requirements, check the date is available and 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.....

E-Mail..... Phone No.....

Date/s required.....

Type of function.....

Times from to. *

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

Number of Chairs and Tables required:(You need only request tables and chairs if you require in excess of 50 chairs and 5 tables as these are always available)

Payment enclosed	Off Peak HIRE CHARGE (currently £16 per hour)	=
	Saturday Evening (currently £165)	=
	PLUS DAMAGE and CLEANING DEPOSIT	= <u>£100.00.</u>

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. 041020GOWER.
BACS Payments to Lloyds Bank; Nash Mills Village Hall, acc no. 00333382 sort code 30-99-21

Please also give your bank details to allow us to return your Damage and Cleaning Deposit to you.
(Please note that we are currently trying to set electronic payments up with our bank and that we may still need to return your deposit in the form of a cheque).

Your Bank; _____ Your Account Name; _____
Account Number; _____ Sort code; _____

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 (available on our website), the Covid-19 Risk Assessment, Actions for Hirers and Exit Checklist and agree to abide by the said conditions relating to the hire of any part of Nash Mills Village Hall.

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