|  |
| --- |
| **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: Click or tap here to enter text. |
| Address: Click or tap here to enter text. |
| E-Mail: Click or tap here to enter text. | Phone No: Click or tap here to enter text. |
| Date required: Click or tap to enter a date. | Occurrence type: One off |
| Type of function: Choose an item. |
| Time from: Click or tap here to enter text. | Time until: Click or tap here to enter text. \* |
| \*Please note that all times booked must include preparation and clearing up. |
| Please tick here if you will need more than 50 chairs or 7 tables: [ ]  |
|  |
| 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) | = £ 0.00 |
|  | Saturday Evening (currently £165) | = £ 0.00 |
|  | Damage and Cleaning Deposit (£100 for daytime or £250 for evening) | = £ 100.00 |
|  | **Total** | **= £ 0.00** |
| 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: Click or tap here to enter text. | Your Account Name: Click or tap here to enter text. |
| Account Number: Click or tap here to enter text. | Sort Code: Click or tap here to enter 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: Click or tap here to enter text. | Date: Click or tap to enter a date. |

v2.1