



COLNBROOK VILLAGE HALL TRUST

Vicarage Way, Colnbrook, SL3 0RF – (registered Charity No: 1003725)

## Village Hall Booking Form

Bookings officer: **Brenda Pettit** – Email: [bookings@colnbrookvillagehall.org.uk](mailto:bookings@colnbrookvillagehall.org.uk) Tel: **07958 126809**

<b>Hirer's details:</b>	<b>Date booking made:</b>
Name:	
Address:	
Email address:	
Mobile Phone Number:	
Reason for hire:	
Date(s) venue required for hire:	
Special Requirements	

Facilities Required					Cost:
Main Hall:	Start Time:		Finish Time:		
Kitchen:	Start Time:		Finish Time:		
Bar:	Start Time:		Finish Time:		
Bar Servery:	Start Time:		Finish Time:		
Room 1:	Start Time:		Finish Time:		
Room 2:	Start Time:		Finish Time:		
Projector & Screen:	Start Time:		Finish Time:		
PA System & Microphone:	Start Time:		Finish Time:		
Door Security:	Start Time:		Finish Time:		
Rate Agreed with Hirer:				Total Cost:	
				Deposit Paid:	

Date Hire fee paid: \_\_\_\_\_

Colnbrook Village Hall Trust Bank Details: **Lloyds Bank** – Sort code: **30-97-73** Acc no: **01061503**

Hirers bank details for return of deposit:

Name:	Bank Name:
Sort code:	Account Number:

Cheques made payable to: **Colnbrook Village Hall**

I, the hirer, agree to fully comply with the terms and conditions and cost of the hire of Colnbrook Village Hall. Including with GDPR and agreeing to CVHT holding the details of the hirer for the duration of the hire or for the duration agreed with CVHT.

Signed:

Date:

Signed for on behalf of CVHT:

Date: