

Cropwell Butler & Tythby Village Hall Committee
Booking Secretary: Mrs Anne Woodcock, Stoneleigh Cottage, Main Street,
Cropwell Butler, Nottingham, NG12 3AB

Tel: 0115 933 4256 Email : anne.c.woodcock@googlemail.com
 Reg. Charity 522207

VILLAGE HALL BOOKING FORM DURING COVID 19

Name of Hirer		
Contact name and address		
Phone No.		
Email Address		
Activity / Function being held		
Number of people attending		
Rooms and facilities required (Please circle requirements)	Main Hall (max.40)	Yes / No
	Committee Room (max.12)	Yes / No
	Patio	Yes / No
Provision of alcohol	Alcohol must not be sold or supplied but may be consumed with the approval of the Village Hall Committee Refer to Sections 5 & 15 of Terms & Conditions of Hire as applicable and complete Appendix 3	
Children	Will anyone under 18 be involved in the event? If yes, refer to Section 17 of Terms & Conditions of Hire	Yes / No
Date(s)		
Period of hire (i.e. times for opening & closing Hall)	Opening time:	Closing time:
Special requests		

Fee: £ Non-returnable deposit of £10 payable on return of this form.
 Bank details: Sort Code 60 02 41 A/C No. 82378118
Please pay by BACS using above details if at all possible.
 Cheques made payable to Cropwell Butler & Tythby Village Hall

Payments must be made in accordance with Section 20 of Terms & Conditions of Hire

I confirm the above booking and that I have read and agree to abide by the Terms and Conditions of Hire and undertake to be present throughout the event. I confirm that I accept the Responsibilities outlined in Covid 19 Appendix 3 and will carry out the actions detailed in the Covid 19 Checklist. I understand that this form, together with the Terms and Conditions and accompanying documents constitute a binding contract.

Signature Date.....

NB The Village Hall is a strictly 'No Smoking' building

FOR OFFICE USE

Diary Updated (✓) Invoice No. £

Deposit Received (if applicable) £ Receipt