

BISLEY VILLAGE HALL

School Close, Bisley, Surrey GU24 9EG

Chairman: Mr. S. Edwards
Secretary: Mr. R. Colvin
Treasurer: Mrs. C. Banton
Booking Officer: Mrs. L. Edwards

AD-HOC BOOKINGS

CONFIRMATION OF BOOKING FORM

Keys to be collected and returned by arrangement with the Booking Officer

Type of function _____ Name of Person Responsible _____

Contact Tel. No. Landline _____ Mobile _____

Address _____

Email address _____

Requirements: Main Hall Jubilee Hall Kitchen Crockery

Are you hiring a Bouncy Castle - Yes / No (Bouncy Castles are only allowed inside the Main Hall)

Will Alcohol be on Sale - Yes / No (If so a license will be required from Surrey Heath Borough Council)

Function _____ Date: _____ Time: _____
(including set up and clearing away)

Keys required _____ Date: _____ Time: _____

Keys returned _____ Date: _____ Time: _____

Signature of hirer _____ Date: _____

Please note that a separate deposit/bond is required (See Hire Fees and "Terms & Conditions")

Please return this Booking Form and pay the Hire Fee and Bond in 2 separate online bank transfers within 1 week of receiving your invoice to secure a booking to: Sort Code: 30-99-80 Account No: 01439654.

Please use your surname as a reference.

Alternatively, issue two cheques payable to "Bisley Village Hall Committee" and return them with this Booking Form to the Booking Officer.

Terms & Conditions of Hire can be viewed and printed from the Bisley Village Hall Website www.bisleyvillagehall.org

Please put a cross to confirm you have read and agree to the Hall Terms & Conditions of Hire

Please put a cross to confirm we have your permission to hold your Personal Data above

Booking Officer: Leanne Edwards, 76 Bishops Wood, Goldsworth Park, Woking, SURREY GU21 3QB

For Booking Officer use only

Fee paid £ _____ Date _____ Deposit/Bond paid £ _____ Date _____

Extra levy paid £ _____ Reason _____ Deposit/Bond refunded _____